

# NAVIANCE TEACHER RECOMMENDATION REQUEST

You will get an email from your student with a request to submit a college recommendation.

- Log in to your Naviance succeed Account <http://succeed.naviance.com>
  - Account: nvrdemarest / Username: / Password
  - Account: nvroldtappan / Username: / Password

HINT: save Naviance Succeed as an Icon on your desktop, a Tab on your Home Page tabs, or a Favorite

1. Click on: Manage Student Request. Select a student. Click "Upload"
2. Under "Teacher Documents", click "+" and "Prepare Form" (Common App Teacher Evaluation), then click "Upload"  
(You MUST complete the upload and prepare the Common App in order to send)
3. Under "Teacher Documents", click "+" and "Upload a File"  
Upload recommendation letter(s).
4. Submit letter(s) and Common App Teacher Evaluation Form to all or specific schools (depending upon the student's request). To do this, complete the following steps:
  - a. After letter is uploaded, click "Send" tab on top of page (next to "prepare")
  - b. You will see the list of schools student is applying to. Hit "expand all" button, which provides full details on each college
  - c. Go down the line and click either the box to the left of the college name or the "teacher rec letter" box under each college you are writing for.

**If you cannot click the box**, there are five possible reasons:

1. You did not do the common app teacher eval form
  2. The student dropped that school from his/her common app list
  3. The student did not yet meet with his/her counselor to activate schools
  4. The school has already received a max number of rec. letters
  5. The application is "mail only" and cannot be submitted electronically
5. At bottom of page hit "Review & Submit" button
  6. Review final list of schools you are writing to and at bottom of page hit "Submit"
  7. Go back to your student request home page and in drop down menu click "Submitted." This will allow the student to see that your letters were "submitted" and not "in progress"