

UNIONDALE HIGH SCHOOL GUIDANCE SERVICES

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Naviance Student Instructions

Go to UHS website – uhs.uniondaleschools.org

Step 1 – Click on Guidance (on the left)

**Step 2 – Scroll down to Naviance and then click on
Naviance log in**

WELCOME TO NAVIANCE STUDENT

Step 3 Sign in with your user name and password.

The user name and password are the same as your Power School Login.

If you do not have one, please come into the Guidance Department and ask one of the Secretaries and they will give it to you.

Click log in and you will be connected to NAVIANCE STUDENT.

WELCOME TO NAVIANCE STUDENT

Here you begin your college planning!

Start by the scrolling down to My Favorites and then Colleges I am thinking about

Select College and add college to list

Click on School and add to list of applications

When you are ready to apply, move college from thinking about to applying to

Please note the different Delivery types

1. *CA = common app*
2. *Stamp/Envelope = Mail only*
3. *On-line/Non CA = Electronic apps but not on common app*

DIRECTIONS FOR STUDENTS TO REQUEST TEACHERS' LETTERS OF RECOMMENDATION

1. *Sign onto NAVIANCE STUDENT*
2. *Go to Quick links*
3. *Scroll down to Letters of Recommendation*
4. *Click on Letter of Recommendation*
5. *Add a Request*
6. *Choose teacher from drop down then click on the teacher's name*
7. *Check all current and future*
8. *Send a note to the teacher requesting the letter*
9. *Click Submit Request*