



Naviance How-To Requesting a Letter of Recommendation



1. Go to the Doherty home page and select the “Counseling” tab. Select “Naviance/ICAP”.



2. Click on the hyperlink on this page which will lead to the log-in page. Once at the login page students should select “Login with Clever”.

Welcome to Naviance Student

Email or Username

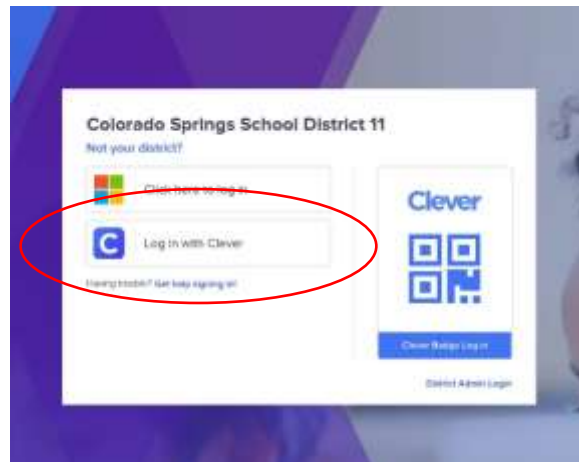
Password

Remember me [Forgot your password?](#)

Login

is your school using Clever? [Login with Clever](#)

3. Students will be redirected to Clever. Select “Log In with Clever”.



4. Students will then log in.

Colorado Springs School District 11
Not your district?

Login information

Username

Password [Show](#)

[Having trouble? Get help signing in](#)

Log In

[Clever Single Log In](#)

[District Admin Login](#)

Student Username is **student's network login**

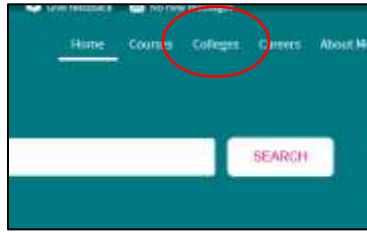
Password: **student ID#**



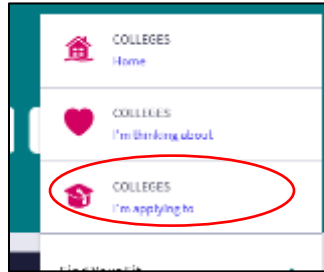
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5. From the Naviance home page select the “College” tab on the top right-hand menu bar.



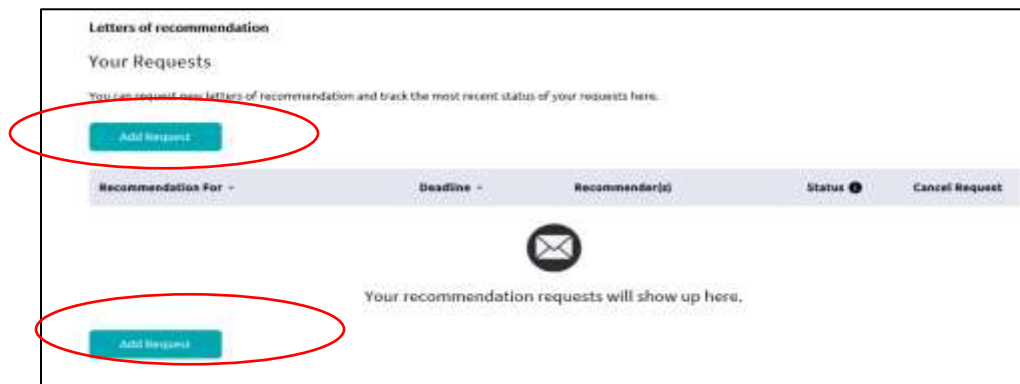
6. In the drop-down menu, select “Colleges I’m Applying To”.



7. Under the list of colleges students are applying to there is a section labeled “Letters of Recommendation”. Click the hyperlink within that section.

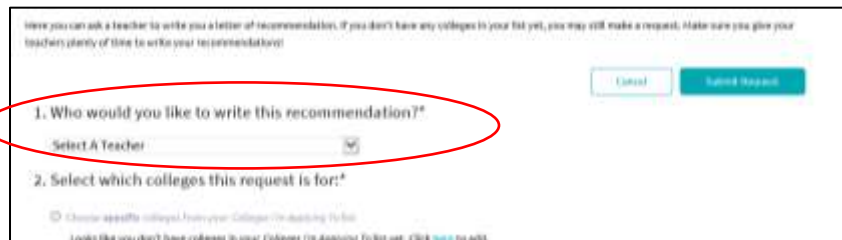


8. The hyperlink will redirect students to the “Letters of Recommendation” page where students can see the status of letters they have requested or to request new letters. If students need to request a letter for the first time, select the “Add Request” button.

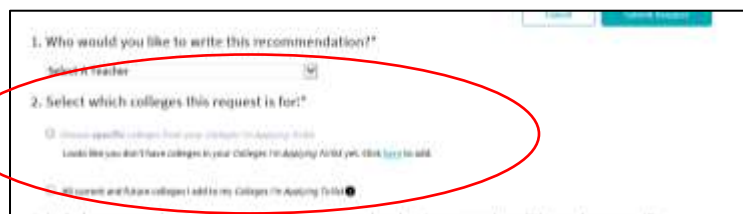


9. The following page will contain a drop-down menu of all teachers within Doherty High School that students may select from. Students must create an individual request for each teacher.

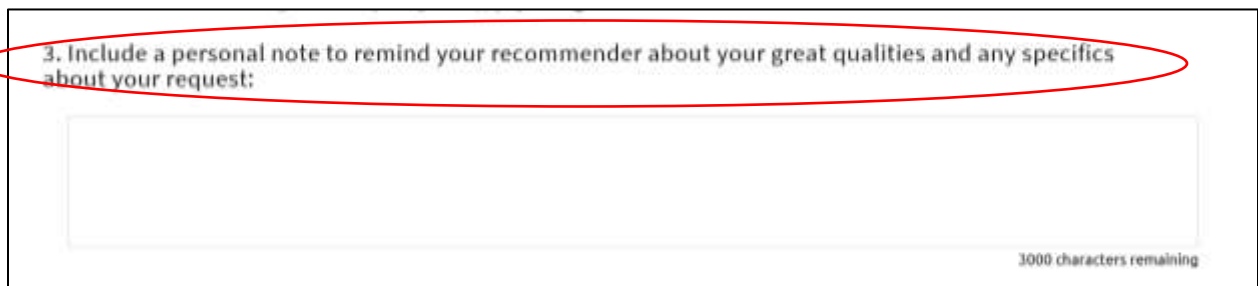
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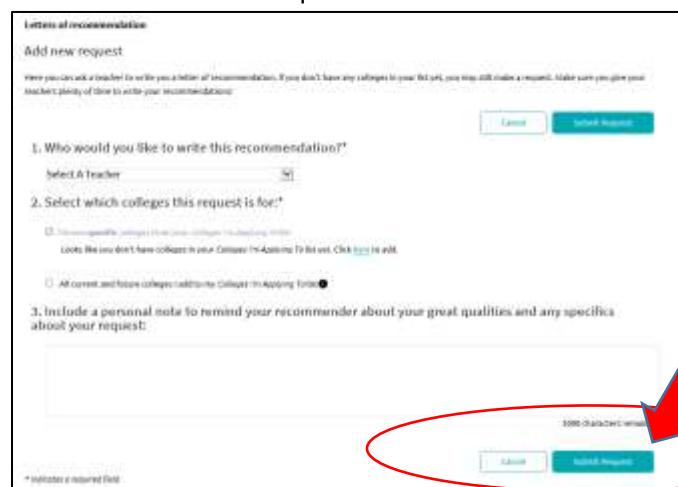
10. Students can then indicate which school they would like the letter sent to. Students must have updated their application status in Naviance in order to request letters be sent to specific colleges. **Note: Students can indicate the letter go to all schools he/she is applying to which allows the teacher to just write/upload one letter which will be sent to all schools indicated by the student.**



11. Students can include personal notes that will help the teacher write a more detailed recommendation. Information can include GPA, extracurricular activities, volunteer hours, leadership opportunities, etc.



12. Once completed students should select "Submit Request".



13. Once students have submitted their request, the site will redirect the student back to the LOR home page where they can see a list/status of the requested letters.



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Way to go! ERIN AMFELDT will be notified of this recommendation request for All Applications.

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

[Add Request](#)

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
All Applications	See applications	ERIN AMFELDT	Requested	

[Add Request](#)

Doherty High School

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Family Connection LOR Request UI: 1.5.1
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Logged In as **Lindsey Wedor: Demo Wedor**
[Log out](#)