HENRY Futures
Exceptional Possibilities

Henry Futures (Naviance) Tasks
12TH Grade
Three Required Tasks
(If there are any additional tasks that say "REQUIRED" please complete)

REQUIRED TASK Number 1 – Complete a Scholarship Search (12 Complete a Scholarship Search)

1. Click "Planner" (top of screen)
2. Click "Tasks" then click **"REQUIRED"**
3. **Click "12 Complete a Scholarship Search" (Read all Directions)**
4. Find Pink Diamond in top right corner and click "Take this Survey"
5. Complete and Submit

REQUIRED TASK Number 2 – 12th Complete the AW Personality Assessment

6. Click "Planner" (top of screen)
7. Click "Tasks" then go to **"REQUIRED"**
8. **Click "12 Complete the AchieveWorks Personality Assessment" (Read all Directions)**
9. Find Pink Diamond in top right corner and click "Take this Survey"
10. Complete and Submit

REQUIRED TASK Number 3 – Complete Graduation Survey

11. Click "Planner" (top of screen)
12. Click "Tasks" then go to **"REQUIRED"**
13. **Click "Complete Graduation Survey" (Read all directions)**
14. Find Pink Diamond in top right corner and click "Take this Survey"
15. Complete and Submit

APPLYING TO COLLEGE USING COMMON APP AND NAVIANCE

Once you have created a Common App Account (www.commonapp.org) and have applied to colleges, you must complete the application process via Naviance (found on your launchpad). Once in Naviance, complete the steps below:

MATCH YOUR COMMON APP ACCOUNT: (MANDATORY STEP)

1. Select **Colleges** and then select **Colleges I'm Applying To.**
2. From the Common App matching message, click **Match Accounts.**
3. Sign in to your Common App account. If you do not have an account, create one.)
4. Review information. Select **I agree** and **Connect.**
5. Review information and status of your **FERPA waiver.**

ADD COLLEGES TO YOUR "COLLEGES I'M APPLYING TO" LIST AND REQUEST TRANSCRIPTS

1. Select **Colleges** and then select **Colleges I'm Applying To.**
2. Click **Add.**
3. Enter the name of college you are applying to and select it from the list.
4. Select an **App Type** from the list. Indicate how you will submit your application/SAT & ACT Scores.
5. Click **Add Applications** or click **Add and Refresh Transcripts**, select transcript type.   Click **Request and Finish.**

REMOVE COLLEGES FROM YOUR "COLLEGES I'M APPLYING TO" LIST

1. Select **Colleges** and then select **Colleges I'm Applying To.**
2. Choose the college to delete.
3. Select **Remove** and then click **Remove.**

REQUEST TRANSCRIPTS

1. Select **Colleges**, then select **Colleges I'm Applying To.**
2. Select **Request Transcripts.**
3. Select the type of transcript you are requesting. Click **Request and Finish.**
4. **To request a final transcript, select Colleges I'm Applying To, Manage Transcript.** Select **Final Transcript.**

REQUEST LETTERS OF RECOMMENDATION

1. Select **Colleges** then select **Letters of Recommendation** from Apply to College.
2. Click **Add Request.**
3. Select teacher from the list.
4. Select **all colleges or specific colleges** to invite a teacher to write a letter and send it to only the colleges specified. You cannot request a letter of recommendation if you have already requested the maximum number allowed by the institution.
5. Optionally, select **General Request** to invite a teacher to write a letter and send to a college.
6. Enter a personal note up to 3000 characters to share for teachers to highlight in letter.
7. Click **Add Request.**