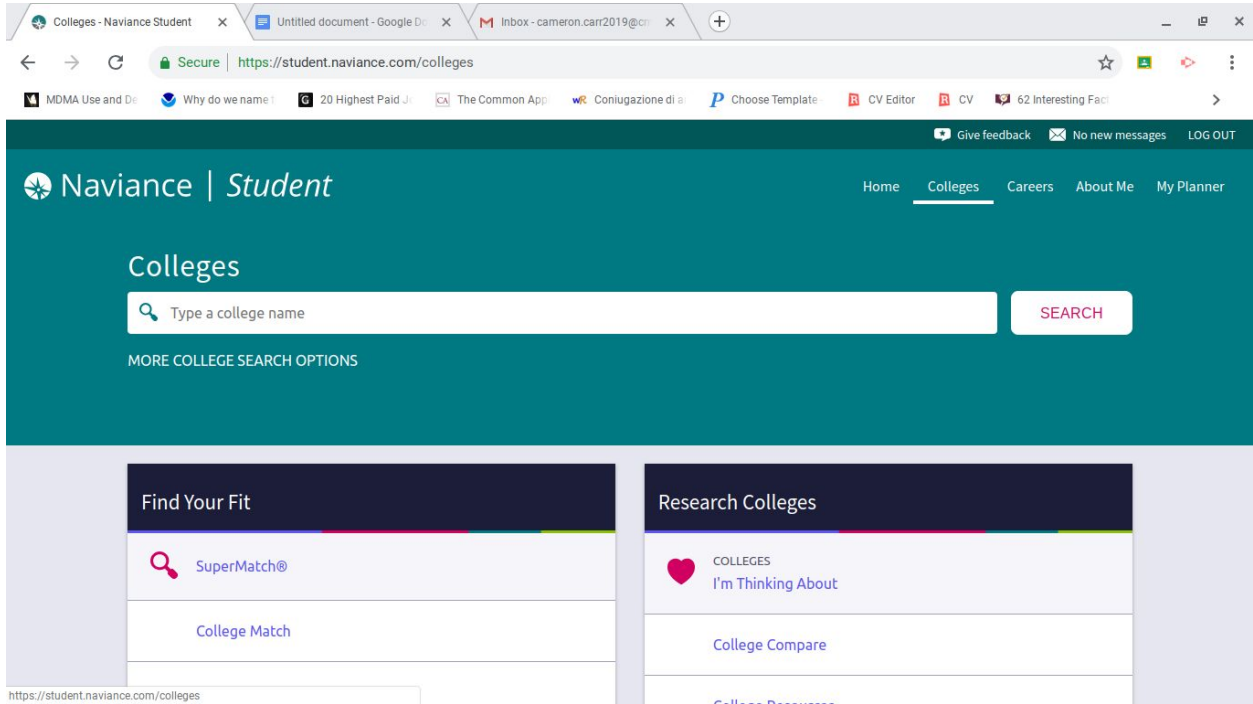
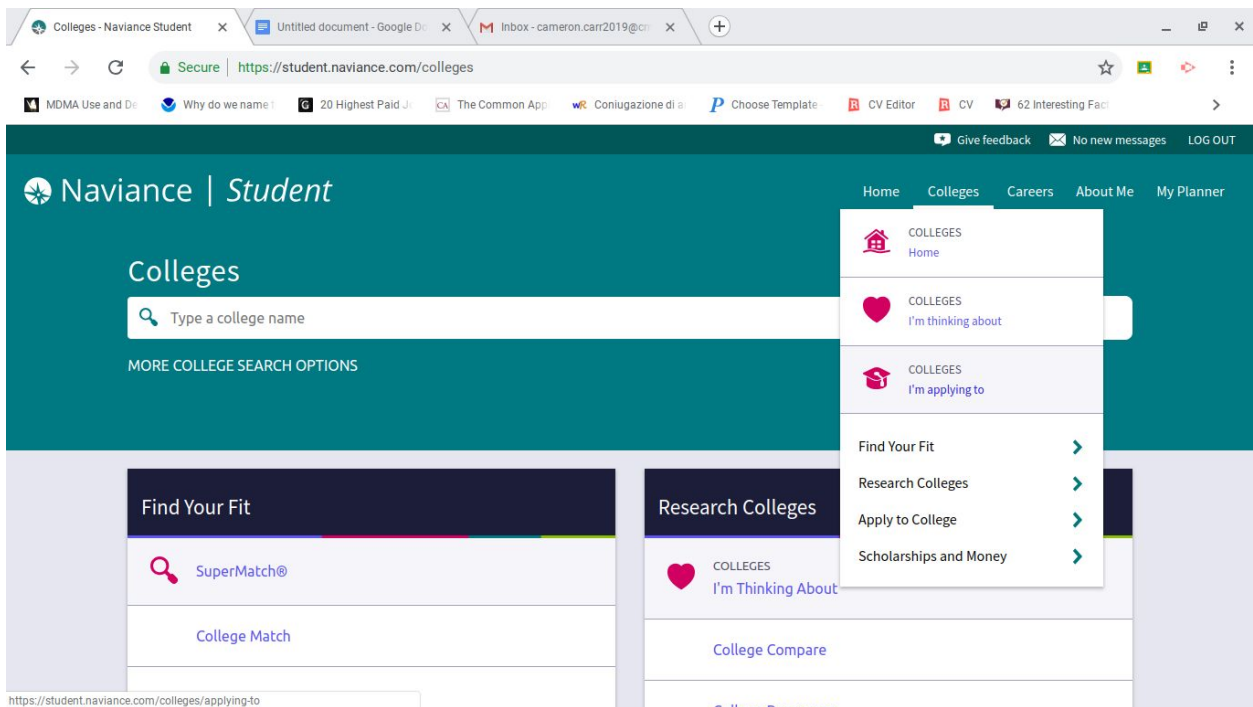


# Adding Recommenders on Naviance

**Step 1:** Go to the colleges tab



**Step 2:** Click colleges "I'm applying to"



**Step 3:** Scroll down and click on the "letter of recommendation section" link

Colleges I'm applying to - Naviance | Untitled document - Google Docs | Inbox (1) - cameron.carr2019@... | +

Secure | <https://student.naviance.com/colleges/applying-to>


College that I'm attending:

Morgan State University ▼ Update

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information

**Chesapeake Math and IT Academy**  
14800 Sweitzer Lane  
Laurel, MD 20707  
p:  
[cmitacademy.org/](http://cmitacademy.org/)  
Contact Counselor



Copyright 2018, Hobsons Inc  
[Privacy Policy](#)  
logged in as **CAMERON CARR**  
[LOG OUT](#)

<https://fc-app.naviance.com>

**Step 4:** Click "Add request"


Naviance | Student HOME Colleges Careers About Me My Planner LOG OUT

**Letters of recommendation**

Your Requests

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

Add Request

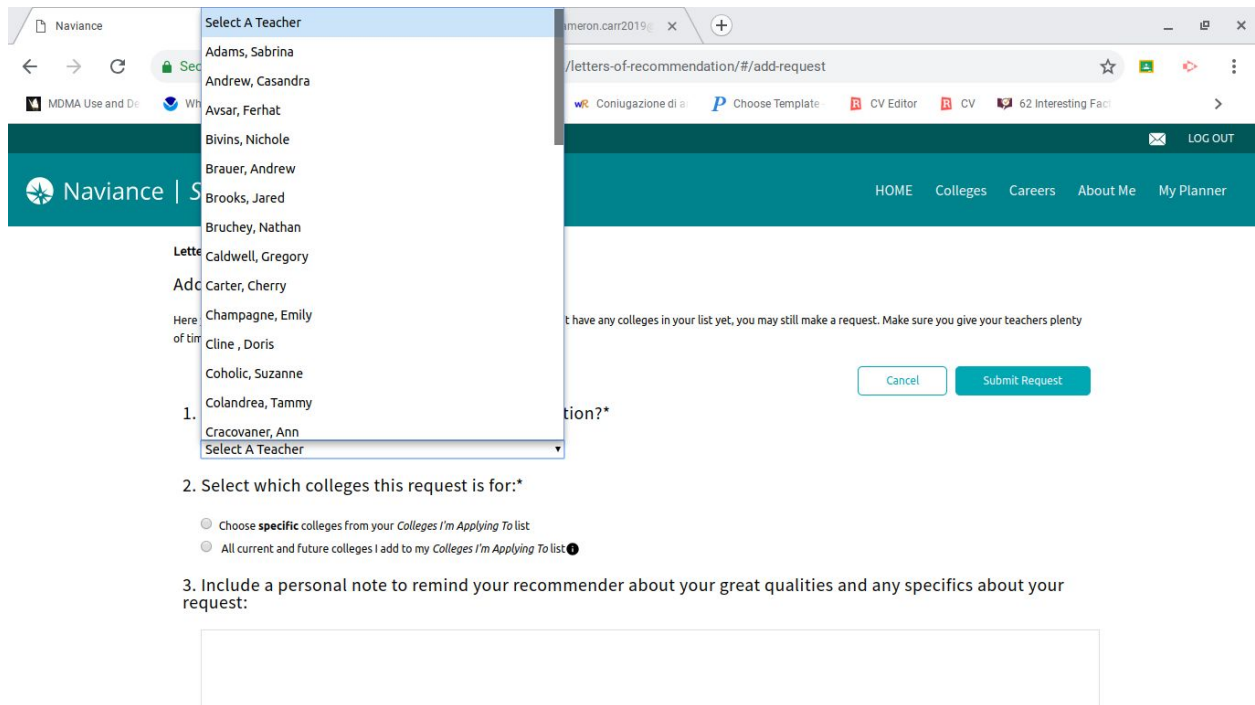
Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
 Your recommendation requests will show up here.				

Add Request

<https://static.naviance.com/family-connection/edocs/letters-of-recommendation/#/add-request>

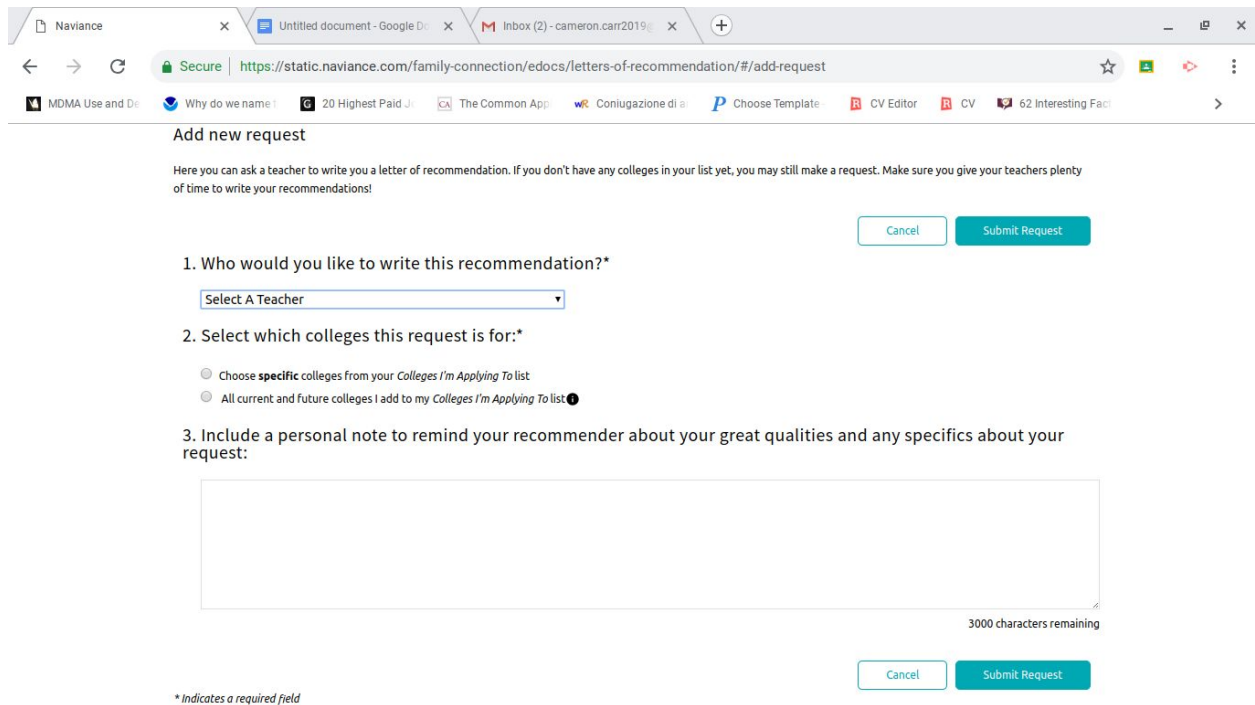
Copyright © 2016, Hobsons Inc

## Step 5: Select a teacher



The screenshot shows a web browser window with the Naviance logo in the top left. A dropdown menu is open, displaying a list of names: Adams, Sabrina; Andrew, Casandra; Avsar, Ferhat; Bivins, Nichole; Brauer, Andrew; Brooks, Jared; Bruchey, Nathan; Caldwell, Gregory; Carter, Cherry; Champagne, Emily; Cline, Doris; Coholic, Suzanne; Colandrea, Tammy; Cracovaner, Ann; and 'Select A Teacher'. Below the dropdown, the form contains three numbered steps: 1. Who would you like to write this recommendation?\*, 2. Select which colleges this request is for:\* (with radio buttons for 'Choose specific colleges from your Colleges I'm Applying To list' and 'All current and future colleges I add to my Colleges I'm Applying To list'), and 3. Include a personal note to remind your recommender about your great qualities and any specifics about your request: (with a large text area). 'Cancel' and 'Submit Request' buttons are visible at the bottom right.

## Step 6: Select "All current and future colleges I add to my Colleges I'm Applying to List"



This screenshot shows the same 'Add new request' form, but with the second step selected. The radio button for 'All current and future colleges I add to my Colleges I'm Applying To list' is now selected. The text area for the personal note is empty. The '3000 characters remaining' indicator is visible at the bottom right of the text area. 'Cancel' and 'Submit Request' buttons are present at the bottom right. A footnote at the bottom left states '\* Indicates a required field'.

## Step 7: Include a personal note to remind your recommender about your great qualities and any specifics about your request.

Naviance x Untitled document - Google D... x Inbox (2) - cameron.carr2019... x

Secure | <https://static.naviance.com/family-connection/edocs/letters-of-recommendation/#/add-request>

MDMA Use and De... Why do we name... 20 Highest Paid J... The Common App... Coniugazione di... Choose Template... CV Editor... CV... 62 Interesting Faci...

### Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel Submit Request

1. Who would you like to write this recommendation?\*

Select A Teacher

2. Select which colleges this request is for:\*

Choose **specific** colleges from your *Colleges I'm Applying To* list

All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel Submit Request

*\* Indicates a required field*

**Step 8:** Click submit request

Naviance x Untitled document - Google D... x Inbox (2) - cameron.carr2019... x

Secure | <https://static.naviance.com/family-connection/edocs/letters-of-recommendation/#/add-request>

MDMA Use and De... Why do we name... 20 Highest Paid J... The Common App... Coniugazione di... Choose Template... CV Editor... CV... 62 Interesting Faci...

### Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel Submit Request

1. Who would you like to write this recommendation?\*

Select A Teacher

2. Select which colleges this request is for:\*

Choose **specific** colleges from your *Colleges I'm Applying To* list

All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel Submit Request

*\* Indicates a required field*