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

Step 4: Click “Add request”
**Step 5:** Select a teacher

**Step 6:** Select “All current and future colleges I add to my Colleges I’m Applying to List”

**Step 7:** Include a personal note to remind your recommender about your great qualities and any specifics about your request.
Step 8: Click submit request

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!

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

* Indicates a required field