How to Successfully Schedule a College Visit

Step 1: Logging in to Naviance

- ✓ Visit the FLHS home page.
- ✓ Click "*Naviance*" under *"Resources"* (on the side of the page).
- ✓ Sign In For Returning Users
    - o Username = first initial of first name + last name (e.g., John Doe = jdoe)
    - o If you forgot your password, please click: "Forgot your Password"
    - o You will need to check your personal email for your new password.
    - o Please remember to check spam folders for the email if you do not see it in your inbox.

Step 2: Schedule Your Visit

- ✓ Find *"Upcoming College Visits"* under the *"Colleges"* tab (look under the "*My Colleges*" section).
- ✓ Click "V*iew All Upcoming College Visits*"
    - o You will now see a list of FLHS scheduled college visits
- ✓ Pick a school you would like to sign up for (click *"College"* at the top for an alphabetized list).
- ✓ Click "*Sign Up"*
    - o You will now see the details for the college visit.
- ✓ Click *"Sign Me Up"* if you would like to attend this college visit.

Step 3: Create Your Pass

- ✓ After you click *"Sign Me Up*", you will see a confirmation notice.
- ✓ Print this page, which is your pass.
- ✓ Bring the pass to your teacher and ask them to sign it; <u>you may attend at their discretion</u>.
- ✓ <u>Put your name on the pass and bring this to the College & Career Center when you attend the information session</u>; you will not be admitted without a signed pass.
- ✓ Remember to sign the attendance sheet at the information session otherwise you will receive a cut from your class.
- ✓ Have your pass stamped at the CCC at the end of the visit and return immediately to class.

Step 4: Be Prepared for Your Visit

- ✓ Remember to review "Questions for Your College Representative" before attending the event.
- ✓ Enjoy your visit.