



Signing Up for a College Visit in Naviance

Often, in the fall, college representatives visit Washburn. This document has instructions on how to sign up to see a college through Naviance. Follow it from beginning to end to be able to easily get yourself on the list of attendees and get a pass to see colleges you might be interested in!

- 1) **Log into your Naviance Account**
 - a. From <http://washburn.mpls.k12.mn.us/>, hover over Students
 - b. Click on Naviance
 - c. Enter your user-name and password
 - i. If you can't get in, e-mail danielle.seifert@mpls.k12.mn.us to get access.
- 2) **Click on the Colleges Tab** located on the top of the page.
- 3) **Click on "View All Upcoming College Visits"** located at the top right of the page.

Washburn High School Logged in as: Danielle Student (log out) Manage my account

family connection Here are all the tools for getting into cool schools

home colleges careers about me my planner

search for colleges: Go MORE SEARCH OPTIONS >>

resources > test scores

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to

Upcoming college visits

- 10/13/15 Carleton College [details >](#)
- 10/19/15 Lawrence University [details >](#)
- 10/20/15 University of Northwestern [details >](#)

[view all upcoming college visits](#)

- 4) **Click on "Sign Up"**
- 5) Then **Click "Sign Me Up" → YOU'RE DONE!**

Once you have added yourself to the list, **you need to come get a pass from the CCC which must be signed by your teacher to indicate they approve your visit with the college representative.** If not, you will be marked as absent from class.

