

# WESTLAKE HIGH SCHOOL GUIDANCE DEPARTMENT



## Using eDOCS through

## ...A Student's Guide

Below is a step-by-step guide on how students can utilize the extremely fast and seamless eDocs program to process their college applications.

### Requesting teacher recommendations...

- Sign in to your Naviance account. <http://connection.naviance.com/westlakehs>
- Next, click the "Apply to Colleges" tab,
- Next, click where it says "letters of recommendation"
- Next, click on "add request"
- **1)** From the drop down menu, select the teacher who you are requesting a letter from, **2)** select "all current & future" colleges in your list and **3)** Be sure to fill out the "Personal Note" section as it is considered poor etiquette to simply request a letter. It is recommended you opt to send a personal note asking the teacher if they would be interested in writing a letter on your behalf.
- Once complete, click the "submit" button. This will send an email to the teacher inquiring about their interest in writing a letter for you.
- Be sure to also complete the **WHS Teacher Recommendation/Activity Survey** (available on your Naviance account, under the "About Me" tab, then click "My Surveys"). It is required and extremely important that you complete the above survey. Without this info, your teacher will NOT write a letter of recommendation for you. Please know: a teacher has the right to decline your request for a letter.

**\*\*\* Please note, if this page does not load according to the instructions above, you must clear your browsing history. It is recommended you use Chrome for this application.**

### Notifying your Counselor you've applied to college...

- Fill out and submit your college application via the school's website or [www.commonapp.org](http://www.commonapp.org).
- Once you submit your application, immediately sign in to your Naviance account. <http://connection.naviance.com/westlakehs>
- Now add the colleges you are applying to. **1)** Click on the "Colleges I am Applying to" tab, **2)** then click the "+" button. **3)** Start typing the college name until the one you want appears. **4)** Be sure to check the correct application type (regular decision, early action, etc.). **5)** Then click how you applied (i.e. Common App). **6)** Next, check the box, "I've submitted my application" and then click "Add and request transcript." **7)** Last, confirm you want to request your "initial" transcript - Now, you're done and your Counselor will be notified of your application submission. This will alert us to send out the required transcript, letter and other forms. Counselor's letters of recommendation and mid-year transcripts are automatically sent - no request needed.

### Step 3

- Periodically check your Naviance account to review the status of your transcript, school profile, teacher/counselor forms and teacher/counselor letters of recommendation.

If you have any questions at any time, feel free to contact your counselor.

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