

Fulfilling a Letter of Recommendation Request – For Teachers

Using Google Chrome!! Explorer may not display properly.

- Log in to Naviance at <https://succeed.naviance.com/auth/signin>
 - Account = rocklinhs
 - User Name = district login name
 - Password = Initial password was sent to you via email. You set your own on first login.
- On the left under Quick Links click on **Teacher Recommendations**.
- Locate the specific request you are working on in the list of requests and click **prepare forms**.
- Next to the blue box that says student details, click **prepare**.
- Scroll down to Teacher Documents and click **+Add**
- Select **upload a file**
- Upload your file
 - Choose to upload to specific application or all applications per student request.
 - Under Application choose Letter of Recommendation
 - Browse for your file (word or pdf) and upload
- If you are fulfilling a letter of recommendation request for a school using The Common Application (this will be most of them), you will also need to complete the Common App teacher evaluation. To do this click **+Add** next to Teacher Documents then **prepare a form**. The Teacher Evaluation will be the only choice in the drop down and it is a simple form with a few questions about your relationship with the student.
- Return to the homepage via the **Naviance logo** in the top left corner.
- **Check the box** for the request you just completed.
- Click the dropdown under the list of requests and select **mark as completed**.
- Click **go**
- You are done!