

“How to...” Guide

How to log into Naviance

1. Go to [Walton High School](https://www.cobbk12.org/walton/)
<https://www.cobbk12.org/walton/>
2. Select **Find It Fast** and then choose **Naviance**
3. Clever automatically logs you in
4. Use your Office 365 login information to access Naviance from home

How to use SuperMatch College Search

1. Select **Colleges**
2. Select **SuperMatch College Search** under **Find Your Fit**
3. Select **Select Criteria To Start**
4. Continue refining your search by selecting **Choose Fit Criteria** at the top
5. Sort your criteria into the **Must Have** and **Nice to Have**
6. Select **Pin To Compare** colleges on your results list
7. Select **Favorite** to add colleges you are interested and want to learn more about
8. Select **Save Search** and name the search
9. Select **Colleges** and **Colleges I’m Thinking About** to research about the colleges on your favorites list
10. Repeat the above steps to start a new search or edit a saved search

How to Research Colleges

1. Select **Colleges**
2. Select **Colleges I’m Thinking About**
3. Select the college you want to research
4. Review the college’s general information in **Overview**
5. Scroll down to see how your GPA and test scores compare with others who have applied to the college
6. Continue researching the college by selecting **Studies, Student Life, Admissions, and Costs**
7. To learn even more about the college, return to **Colleges I’m Thinking About**
8. Select **More**
9. Select **Scattergram** to view Walton’s application history, acceptance rate, application requirements, recommended courses, application factors, and application information
10. Select **Communicate** if you would like to send a message to the admission office

How to add “Colleges I’m Thinking About”

1. Select **Colleges**
 2. Select **♥ Colleges I’m Thinking About**
 3. Select **+Add Colleges to List**
 4. Search for college by name, state, or key word
 5. Click on the **♥** icon next to the college
- Note: You won’t be able to add “Colleges I’m Applying To” until mid-August*

How to email the school counselors

Mrs. Clary (A – Ch) laura.clary@cobbk12.org
Dr. Alpert (Ci – G) betsy.alpert@cobbk12.org
Mrs. Dunham (H – K) donna.dunham@cobbk12.org

Mrs. Watford (L – N) erica.watford@cobbk12.org
Mrs. Jackson (O – Sl) latasha.jackson@cobbk12.org
Mrs. Fay (Sm – Z) lisa.fay@cobbk12.org

How to get information from the Walton High School Counseling Department Website

School Counseling website www.waltonhighcounseling.com

Class of 2027 website www.waltonhighcounseling.com/class2027

- includes links to download the Postsecondary Options Packet and Teacher Recommendation Form



How to follow the Walton School Counseling Department on social media

Facebook [@waltonhighcounselors](https://www.facebook.com/waltonhighcounselors)

Instagram [@waltonhighcounselors](https://www.instagram.com/waltonhighcounselors)

