How to Manage Your Naviance College Profile

This document outlines how to access and manage your Naviance college profile via Intersect.

To Access Your Account:

You can update your college profile data and content via Intersect at https://he.intersect.hobsons.com.

You should have received an email with your login credentials. If you have trouble accessing your account, please email our support team at intersectsupport@eab.com.

To Preview and Update Your Institution's Profile:

From the Intersect homepage, click **Update** on the **College Profile** tile. Use the tabs on the side of the page to navigate between the various categories and edit your profile content.

MANAGING BASIC INFORMATION

Your institution's **Basic Info** (overview, studies, student life, admissions, costs) is managed through Peterson's. This information is refreshed on a quarterly basis and populates your institution's college profile in Naviance Student which is available to students and their parents from grade 6 to grade 12.

1. From the Intersect homepage, click **Update** on the **College Profile** tile.

2. From the **Basic Info** tab, review your institution's overview, studies, student life, admissions, and costs in your institution's Naviance profile.

3. Optionally, request changes to your institution's Basic Info.

4. Select **Request updates to your profile's basic info through Peterson's**.

5. In Peterson's Support Portal, select **College Inquiry/Request Form**.

6. Enter the form information.

7. Click **Send**.
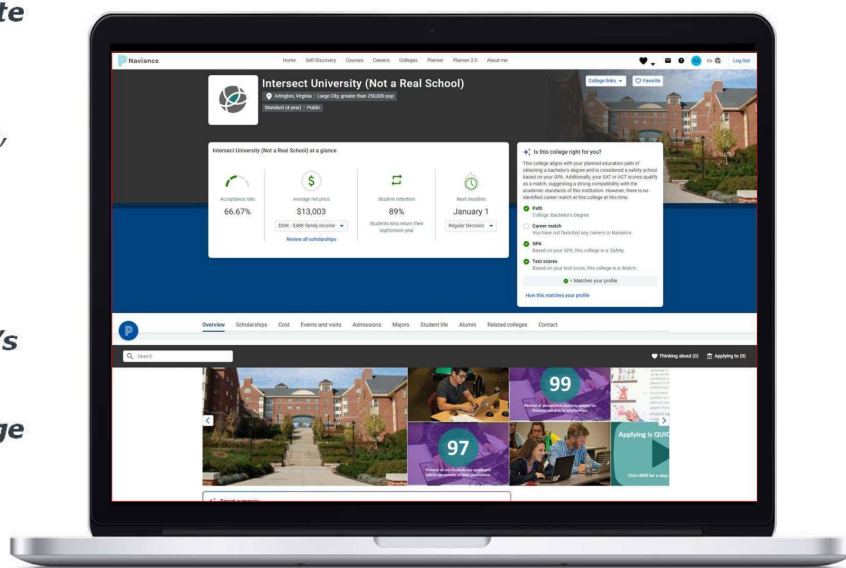
Note: Application deadlines that your institution submits via Common App will automatically populate in your college profile. Those deadlines can only be changed or updated through Common App and cannot be changed within Intersect.

To update those deadlines, you may need to contact the staff member at your school who manages your details for Common App.

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MANAGING ENHANCED COLLEGE PROFILE CONTENT

If your institution subscribes to Intersect Awareness, you will also have access to enhanced college profile features.

▶ **Intro** – An engaging introduction about your institution with a headline, quote, and optional photo.

▶ **Media** – Your institution's logo and a media gallery with both photos and videos.

▶ **Links and Spotlights** – Direct access to key websites managed by your institution and spotlights that highlight your current students, alumni, faculty, and academic programs.

After you make changes, click **Publish**. If any of your updates require review, add a reason for the changes in the explanation field before submitting.

EAB experts are here to help.

Speak with your Partner Success Manager to learn more about managing your college profile.