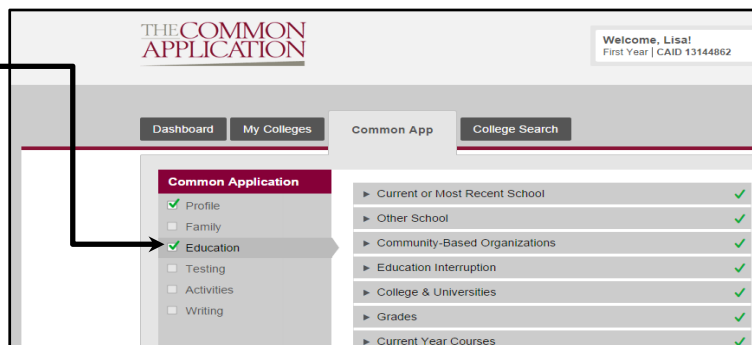


Common App/Naviance To-Do List

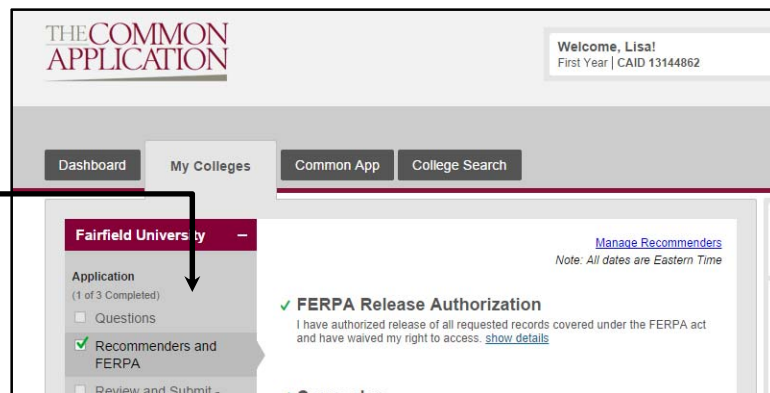
1. LINK YOUR NAVIANCE/COMMON APP ACCOUNTS

PART 1

- Create your Common App account at www.commonapp.org
- Complete "Current/Most Recent School" segment under the Education section tab
- Add at least one college that you will apply to by searching for it under the College Search tab, and add it to your college list
- Click on the My Colleges tab
- Click on one of the colleges you have added
- Click on Recommenders and FERPA
- Follow the steps to sign the FERPA waiver by clicking on the release authorization link.

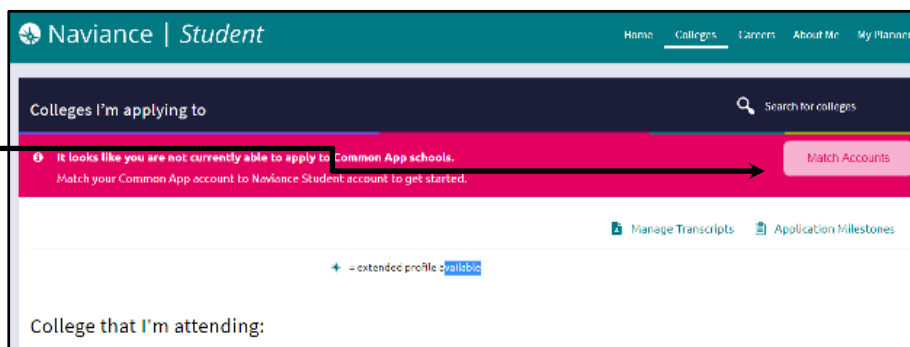


****With this waiver you will authorize colleges to contact the school with questions. The Common Application system, and many published college admission books, such as College Admission (Mamlet & Vandavelde), and Admission Matters (Springer, Reider, and Franck), *strongly encourage* students to waive their rights.**



PART 2

- Login into Naviance (<https://student.naviance.com>)
Username: your SHS school email address
Password: use reset tool if needed
- Click on the "Colleges" Link (top right) and select the "Colleges I'm applying to" link
- You should see a pink box saying with a link saying "Match Account" - click on the box
- It will ask you to enter your **Common App account email address and birth date**
- Your Naviance and Common App accounts should now be matched

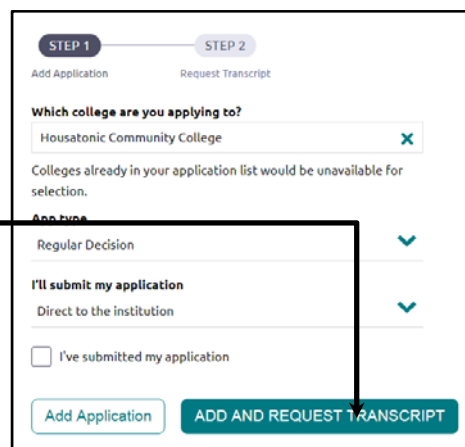
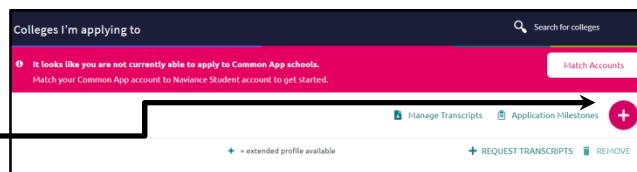


2. UPDATE YOUR COLLEGE LIST

Your Common App Colleges will **automatically** be updated in Naviance.

If you're applying to any NON COMMON APP schools, you must add these colleges to your college list **manually**:

- Click on Colleges, then "Colleges I'm applying to" link
- Click on the pink **+** button
- Type in the college's name under the search bar and select the college
- Correctly fill in the app type and check if you've submitted the application
- Click the green "Add and request transcript" button
- Repeat the above steps to add additional colleges



3. REQUEST TEACHER LETTERS

- Under the "Colleges" link home screen, and click "Colleges Home"
- Scroll down to the "Apply to College" block and click "Letters of Recommendation" Link
- Click blue "add request" button
- Select the teacher(s) from the pull down menu.
- Enter a personal note to the teacher requesting the recommendation and thanking them for taking the time
- Click on the Submit Request button
- For a recommendation from someone **outside of SHS**, he or she must mail or fax **directly to the college**

4. UPDATE WHEN YOUR COLLEGE LIST AND WHEN YOU'VE APPLIED

It is important to keep your counselor informed about when you submit your college applications

- In the "Colleges I'm Applying to" link, click the pencil icon for each college
- For those colleges for which you have submitted, check the box I've submitted my application
- Click on the Save College Applications button at the bottom
- If you have decided not to apply to a specific college, under the "Colleges I'm Applying to" link, check the box to the left of the college name, then click on the trash can "Remove" icon