# **1. LINK YOUR NAVIANCE/COMMON APP ACCOUNTS**

## PART 1

- a) Create your Common App account at www.commonapp.org
- b) 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 <u>College Search</u> tab, and add it to your college list
- d) Click on the <u>My Colleges</u> tab
- e) Click on one of the colleges you have added
- f) Click on Recommenders and FERPA
- g) 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 & Vandelvelde), and Admission Matters (Springer, Reider, and Franck), *strongly encourage students to waive their rights*.



| THE COMMON<br>APPLICATION   | Welcome, Lisa!<br>First Year   CAID 13144862   |  |
|---|--|--|
| Dashboard My College  | College Search   |  |
| Fairfield University –<br>Application<br>(1 of 3 Completed)       | Manage Recommenders<br>Note: All dates are Eastern Time  |  |
| <ul> <li>Questions</li> <li>Recommenders and<br/>FERPA</li> </ul> | I have authorized release of all requested records covered under the FERPA act<br>and have waived my right to access. show details |  |
| Review and Submit -   | / Counselor  |  |

# PART 2

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

| Naviance   Student  | Home Colleges Carriers About Me My Planner  |  |  |
|---|---|--|--|
| Colleges I'm applying to  | Q Search for colleges                       |  |  |
| It looks like you are not currently able to apply to Common App schools.<br>Match your Common App account to Naviance Student account to get started. | Match Accounts                              |  |  |
|   | Manage Transcripts 2 Application Milestones |  |  |
| = extended profile cyalibbic  |   |  |  |
| College that I'm attending:   |   |  |  |

### 2. UPDATE YOUR COLLEGE LIST

Your Common App Colleges will <u>automatically</u> be updated in Naviance. If you're applying to any <u>NON COMMON APP</u> schools, you must add these colleges to your college list <u>manually</u>:

 a) Click on Colleges, then "Colleges I'm applying to" link

| Colleges I'm applying to  |                                | Q Search for colleges              |                 |
|---|--------------------------------|------------------------------------|-----------------|
| It looks like you are not currently able to apply to Common App schools.<br>Match your Common App account to Naviance Student account to get started. |                                |                                    | Match Accounts  |
|   |                                | 👌 Manage Transcripts 🛛 🗎 Applicati | on Milestones   |
|   | + = extended profile available | + REQUEST TRANS                    | CRIPTS 📋 REMOVE |

- b) Click on the pink + button
- c) Type in the college's name under the search bar and select the college
- d) Correctly fill in the app type and check if you've submitted the application
- e) Click the green "Add and request transcript" button
- f) Repeat the above steps to add additional colleges



### **3. REQUEST TEACHER LETTERS**

- a) Under the "Colleges" link home screen, and click "Colleges Home"
- b) Scroll down to the "Apply to College" block and click "Letters of Recommendation" Link
- c) Click blue "add request" button
- d) Select the teacher(s) from the pull down menu.
- e) Enter a personal note to the teacher requesting the recommendation and thanking them for taking the time
- f) Click on the Submit Request button
- g) 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

- a) In the "Colleges I'm Applying to" link, click the pencil icon for each college
- b) For those colleges for which you have submitted, check the box I've submitted my application
- c) Click on the <u>Save College Applications</u> button at the bottom
- d) 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