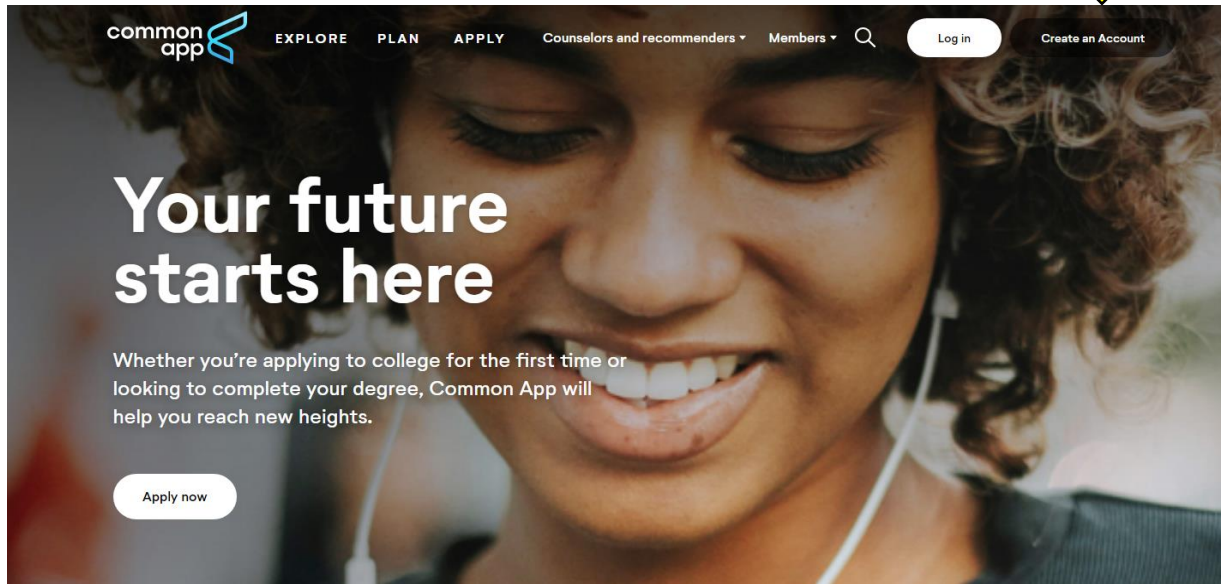
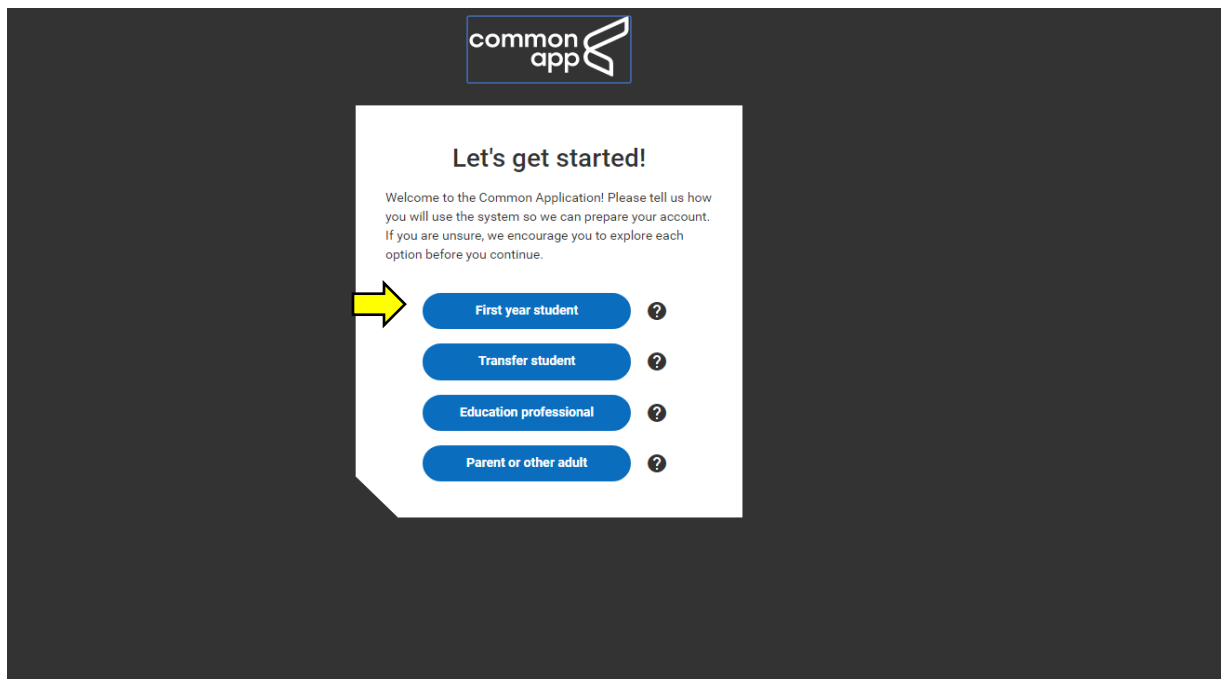


How to link your Common Application account with your Naviance account

Step 1: Log on to your Common App account. (<https://www.commonapp.org/>) Then click "Create an Account"



Step 2: Click "First year student" and create your account.



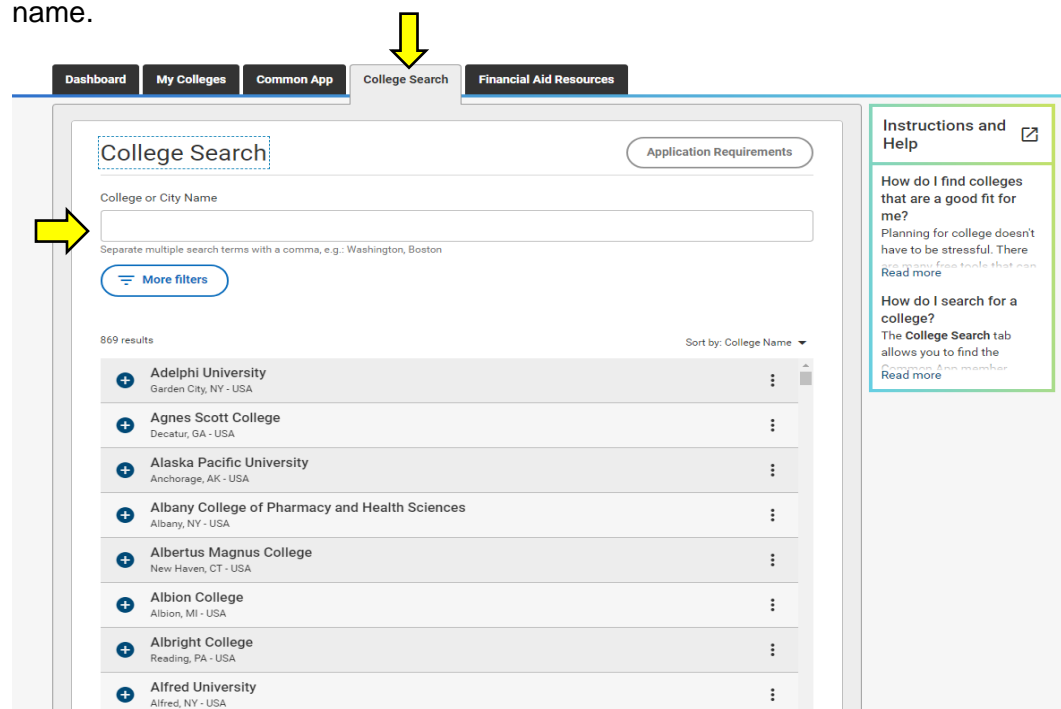
Step 3: Next, click the top tab “Common App.” Then complete the entire “Education” section on the left-hand side.

The screenshot shows the Common App interface. At the top, there are tabs: Dashboard, My Colleges, Common App (highlighted with a yellow arrow), College Search, and Financial Aid Resources. On the left, the 'Common Application' menu has items: Profile, Family, Education (highlighted with a yellow arrow), Testing, Activities, Writing, and Courses & Grades. The main content area is titled 'Education' and contains a section for 'Current or Most Recent Secondary/High School'. The form includes fields for school name, address, city, state, zip, country, and CEEB Code. Below these are radio buttons for 'Is this a boarding school?' (No is selected) and 'Did or will you graduate from this school?' (Yes is selected). There are 'Change' and 'Remove' buttons. On the right, there is an 'Instructions and Help' sidebar with a link to 'Why can't I find my school in the high school search screen?'.

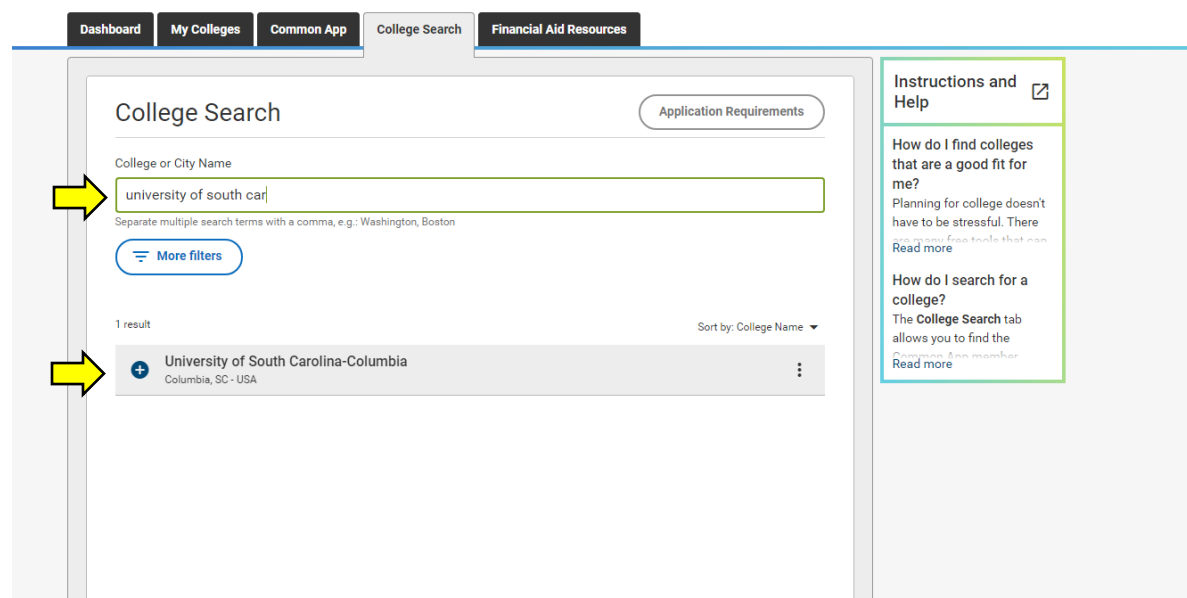
Step 4: After answering all of the questions under the “Education” section, you will see a green check mark appear next to “Education.” Many of the questions under the education section can be answered by looking at the green sheet “Class of 2021”

This screenshot is similar to the previous one, but the 'Education' menu item on the left now has a green checkmark next to it, indicating that the section has been completed. The 'Education' section in the main content area remains the same, showing the same form fields and options. The 'Instructions and Help' sidebar is also present on the right.

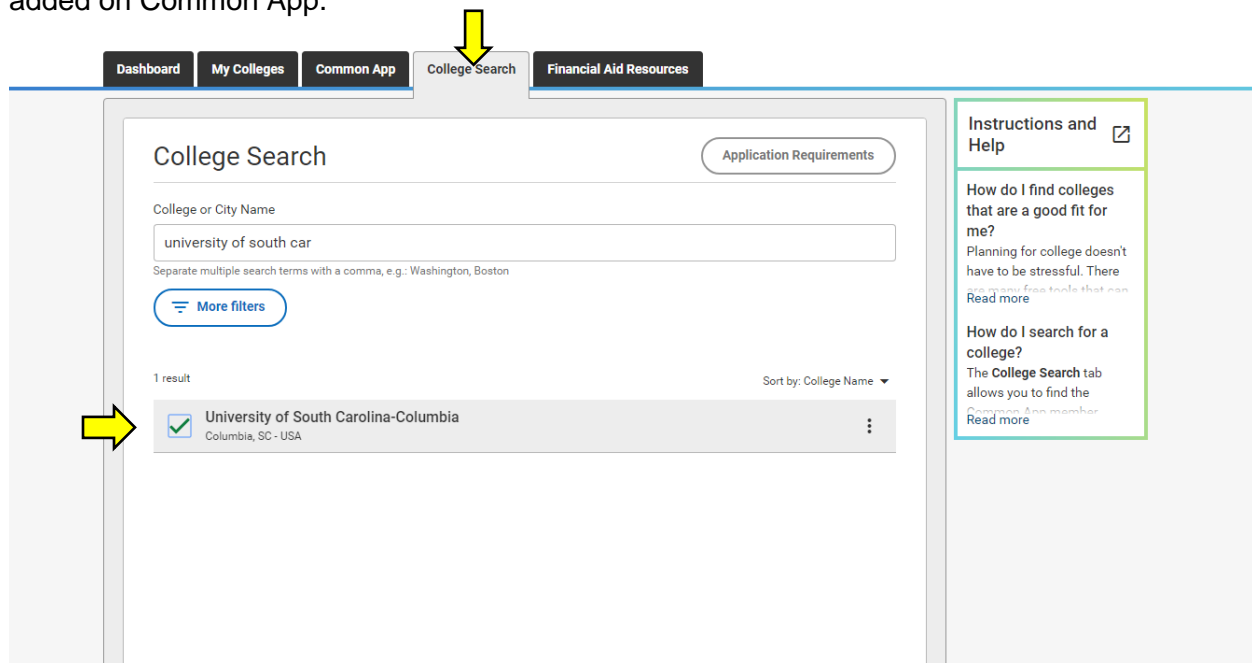
Step 5: In order to link your Naviance account with your Common App account you must add a college to your Common App account. Click on the tab “College Search” and search a school name.



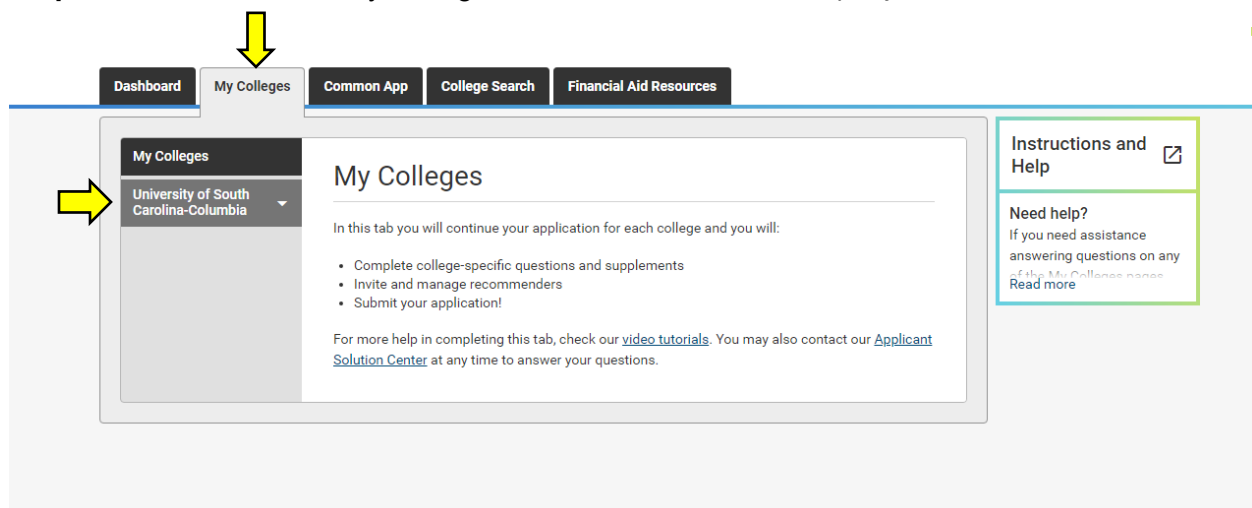
After searching a college or university, click on the blue plus sign located to the left of the colleges name.



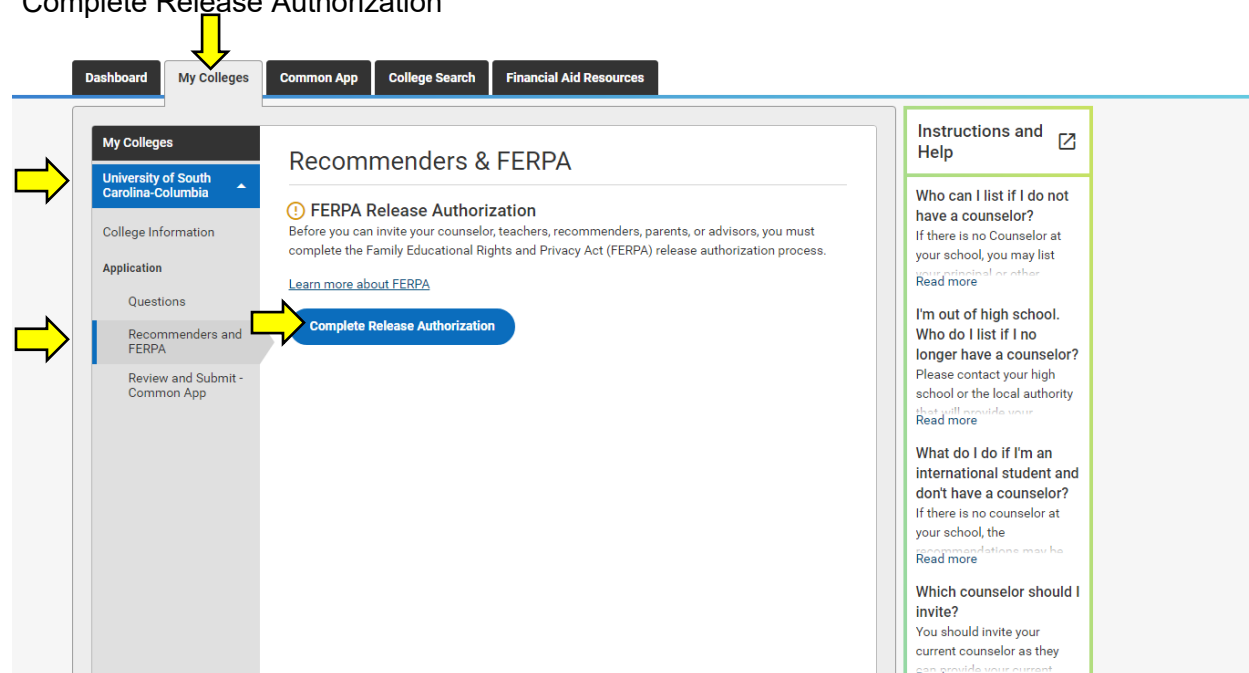
Step 6: Next, you will see a green check mark next to the college that you have successfully added on Common App.



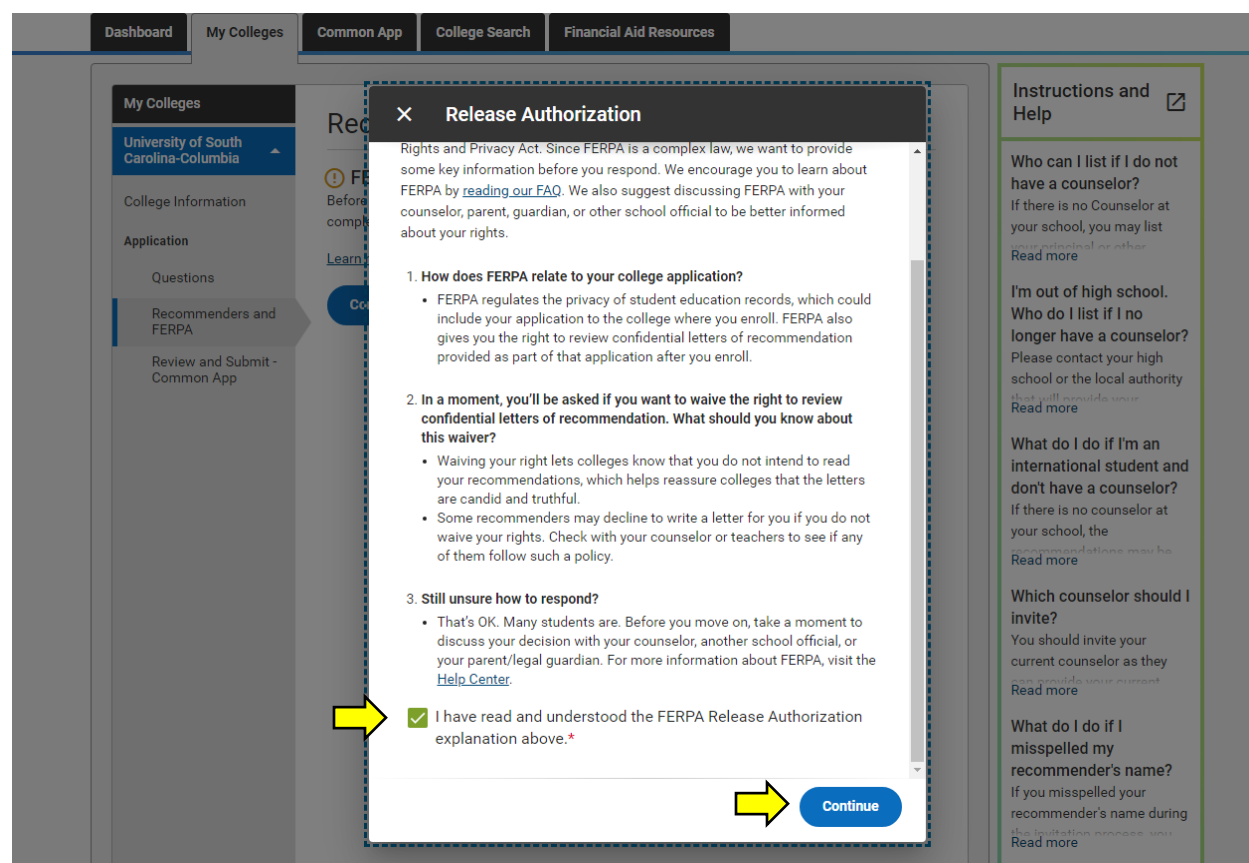
Step 7: Click on the tab, “My Colleges” and select the school that you just added.



Step 8: Under the college or university, select “Recommendors and FERPA.” Next, click “Complete Release Authorization”



Step 9: Check the box that you have fully read and understand the FERPA Release Authorization and then press continue.



After pressing “Continue,” checkoff that you authorize the release of all requested records and recommendations to every college that you are applying to. Next, check that you waive your rights and that you understand that once you sign this page you cannot change this section of your application. After checking this section off, sign your first and last name, today's date and then press “save and close” at the bottom of the page.

The screenshot shows a "Release Authorization" dialog box titled "FERPA Form". It contains the following text and form elements:

- A green checkmark next to the text: "I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*"
- A section titled "Please select one: *" with two radio button options:
 - ☒ I waive my right to review all recommendations and supporting documents.
 - ☐ I DO NOT waive my right to review all recommendations and supporting documents.
- A green checkmark next to the text: "I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed once I sign and click Save below.*"
- Form fields for "Signature *" and "Date *".
- A "Save and Close" button at the bottom right.

Yellow arrows point to the green checkmarks, the radio button options, the signature field, the date field, and the "Save and Close" button.

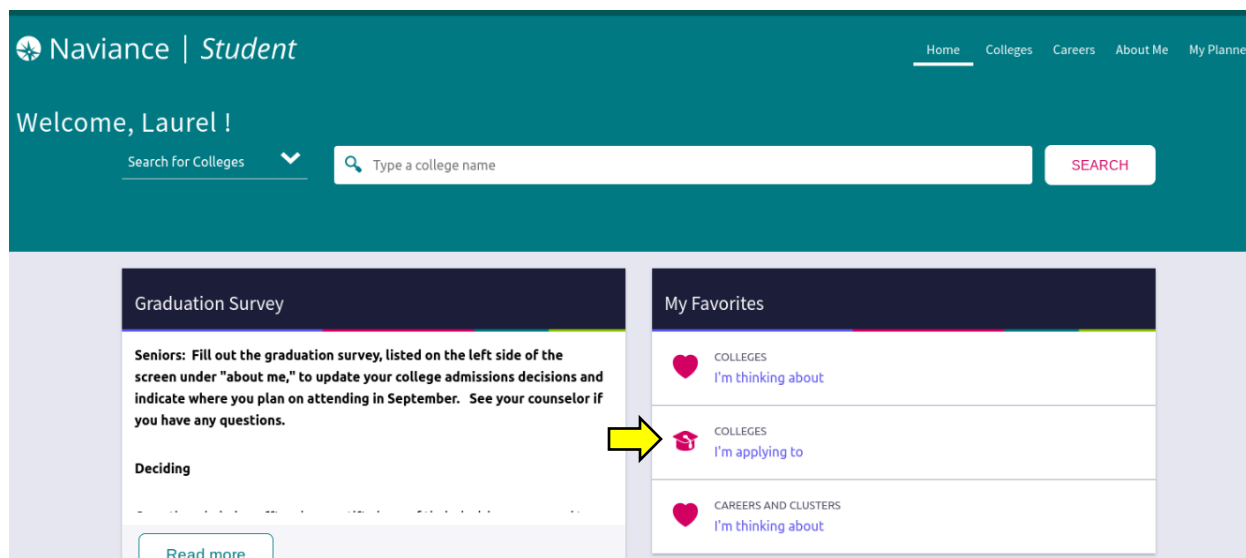
Step 10: After completing step 9, you will see a green check to the left of “Recommendors and FERPA.” This green check will automatically appear next to “Recommendors and FERPA” for every college and university that you eventually add to the tab “My Colleges.”

The screenshot shows the "Recommendors & FERPA" section of the application dashboard. The left sidebar has a green checkmark next to "Recommendors and FERPA". The main content area shows:

- A green checkmark next to "FERPA Release Authorization" with a "View Details" link.
- A section titled "Invite Recommendors" with a description: "Recommendors are people who will submit forms and information to colleges on your behalf. Check out our [video about recommendors](#)." and an "Invite Recommendors" button.
- A green checkmark next to "Counselor" with a description: "Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply."
- A section titled "Download PDF Forms" with a list of links:
 - [School Report](#)
 - [Counselor Recommendation](#)
 - [Optional Report](#)
 - [Mid Year Report](#)
 - [Final Report](#)

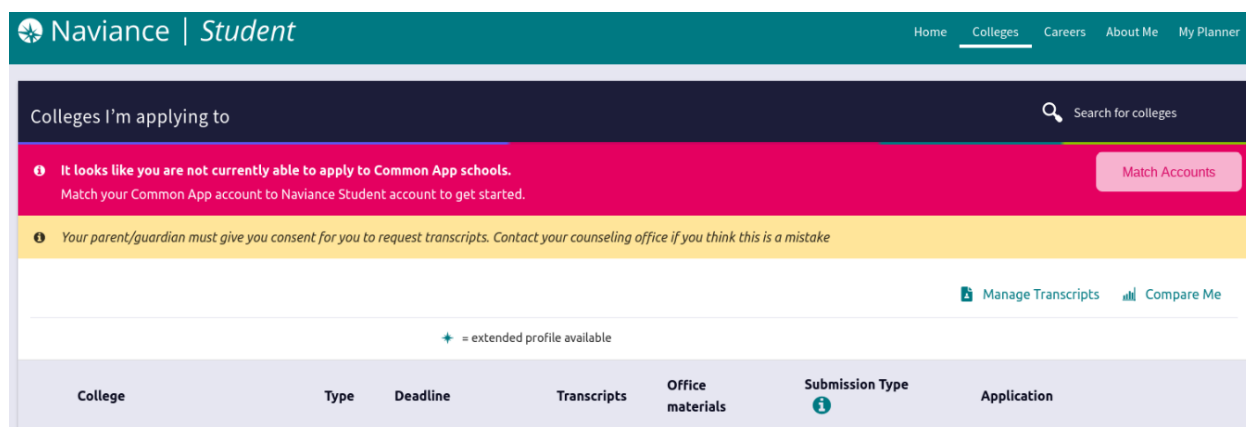
A yellow arrow points to the green checkmark in the left sidebar.

Step 11: At this point you will sign on to Naviance. On the right-hand side click on “Colleges I’m Applying To.”



Step 12: Click “Match Accounts” on the right-hand side. In order to match your Naviance account with your Common App account, you must first submit the Authorization for Release of Records form, located on the counseling website.

(<https://www.csh.k12.ny.us/cms/lib/NY02214132/Centricity/Domain/77/CSH%20Records%20Release%20Form%202019-20.pdf>)



Step 13: After submitting the Authorization for Release of Records form, you will see that the yellow bar is removed. Once this bar is removed, click “Match Accounts.”

Colleges I'm applying to

Search for colleges

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

Match Accounts

Manage Transcripts Compare Me +

+ = extended profile available + REQUEST TRANSCRIPTS REMOVE

College that I'm attending:

Step 14: Type in the email address that you use for your Common App account. (This email address may be different from your email account associated with Naviance.) Type in your date of birth and then click “Match Accounts.”

Close Common App Account Matching

Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on [Common App Online](#)
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

Match Accounts

I don't need this

TIPS

These tips will help you successfully match your accounts.

- Mark sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

Step 15: After successfully linking your Common App account with your Naviance account, you will see the following screen.

The screenshot displays the Naviance Student web application. At the top, a teal header bar contains the Naviance logo and the word "Student", followed by navigation links: Home, Colleges, Careers, About Me, and My Planner. Below the header, a green confirmation banner with a checkmark icon states "Confirmation Successfully matched!" and includes a "Close" button. A yellow arrow points to this banner. Underneath, a dark blue section titled "Colleges I'm applying to" features a search bar. Below this, another green banner with a checkmark icon states "Your Common App account has been matched. Your FERPA status is waived. You're ready to apply to colleges using Common App." A second yellow arrow points to this banner. The main content area includes a legend indicating that a blue plus icon means "extended profile available". On the right, there are links for "Manage Transcripts", "Compare Me", and a red plus icon, along with buttons for "REQUEST TRANSCRIPTS" and "REMOVE". A section titled "College that I'm attending:" shows "N/A" with a dropdown arrow and an "Update" button. At the bottom, a section for "Letters of recommendation" is partially visible.