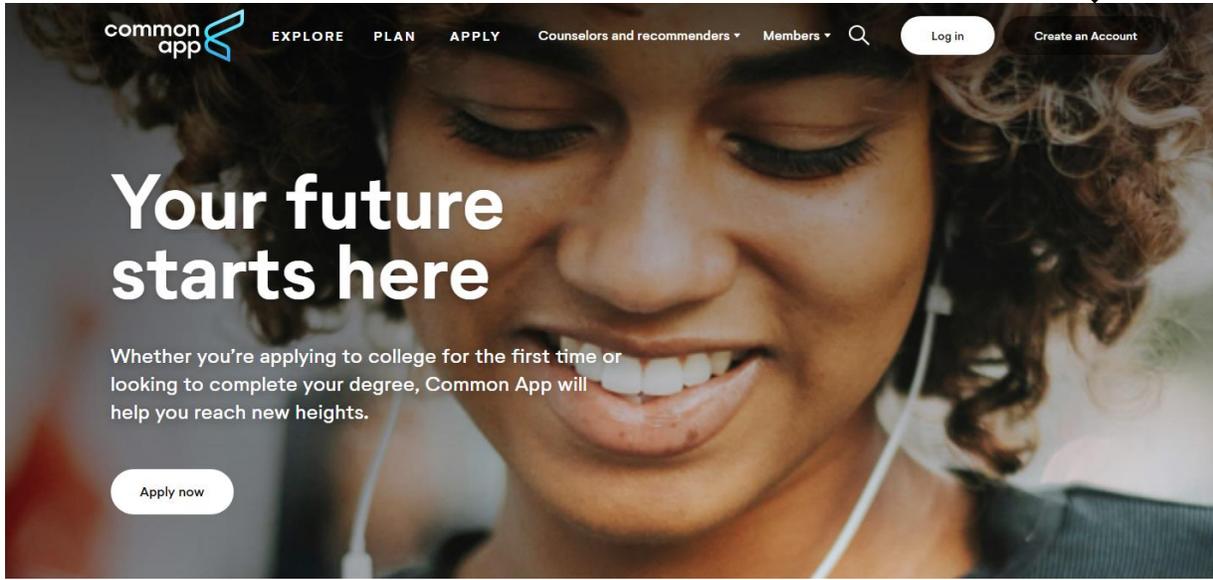
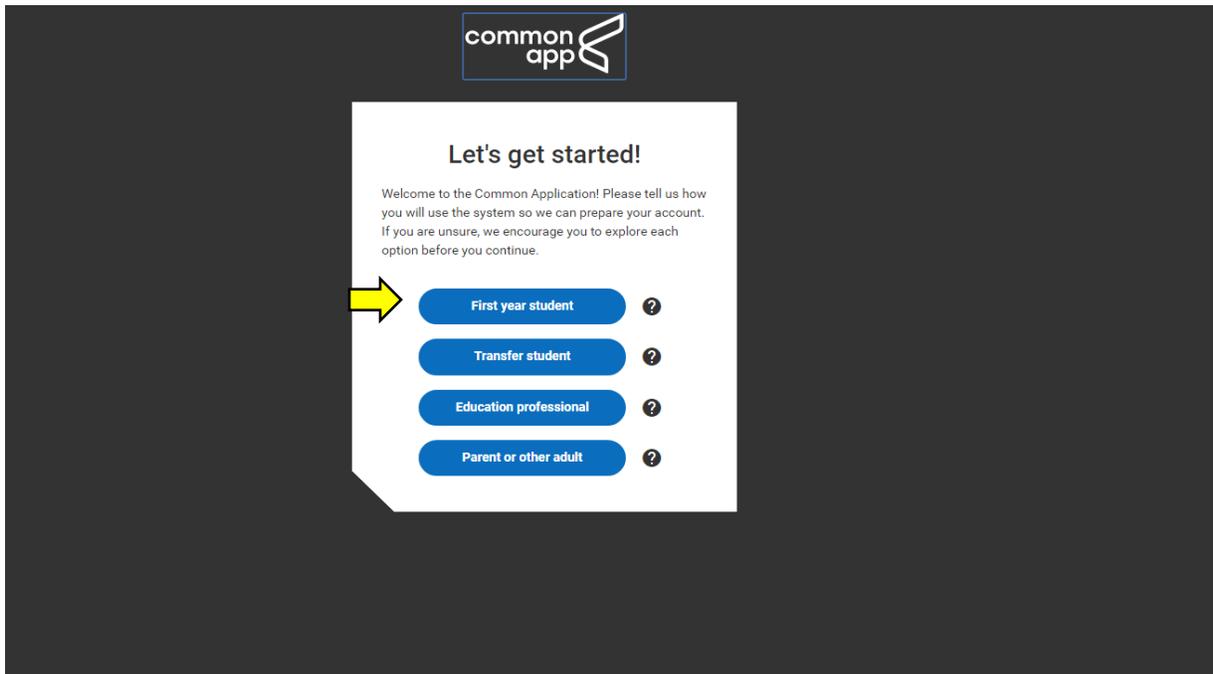


## How to link your Common Application account with your Naviance account

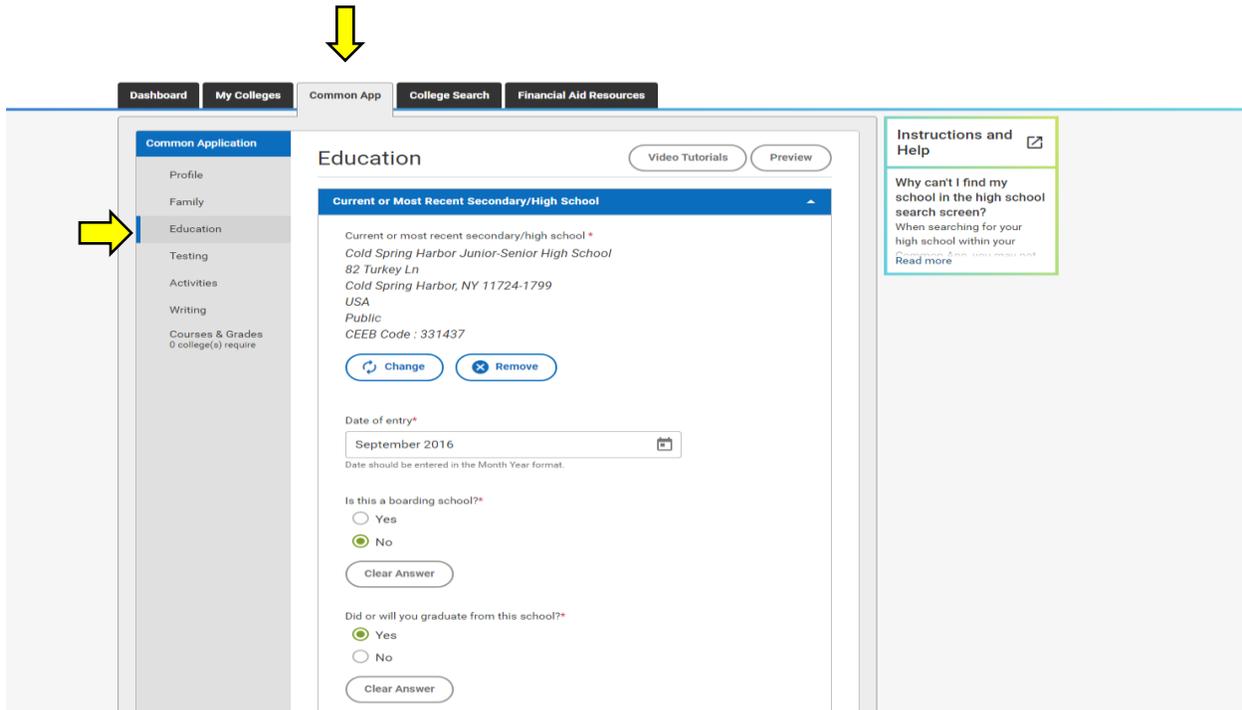
**Step 1:** Log on to your Common App account. (<https://www.commonapp.org/>) Then click "Create an Account"



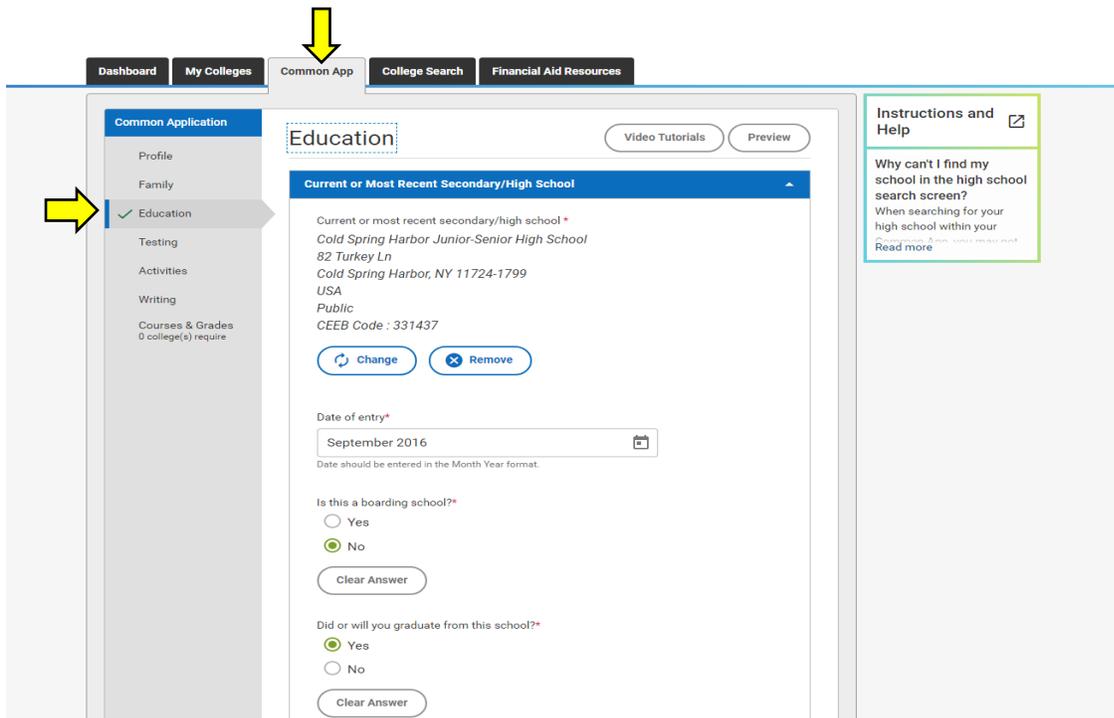
**Step 2:** Click "First year student" and create your account.



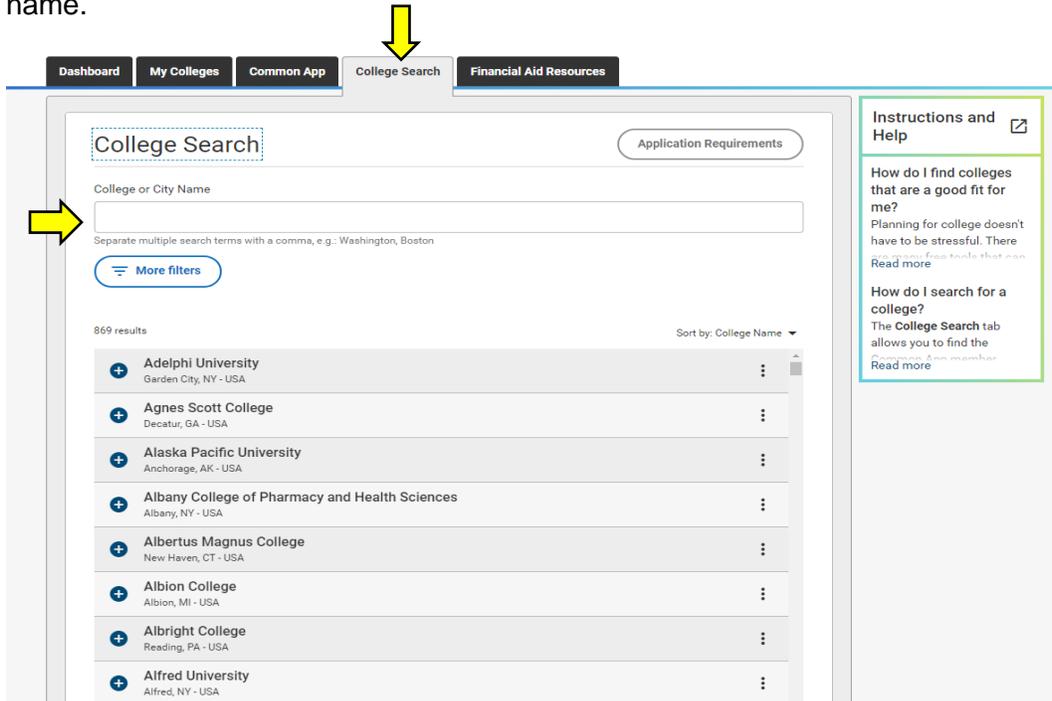
**Step 3:** Next, click the top tab “Common App.” Then complete the entire “Education” section on the left-hand side.



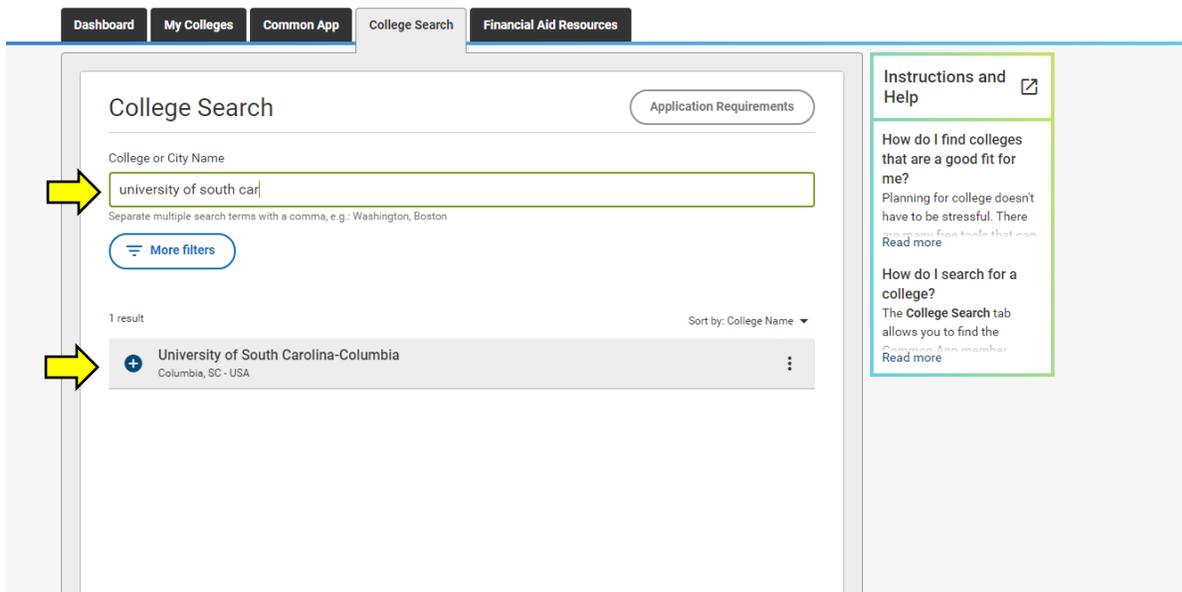
**Step 4:** After answering all of the questions under the “Education” section, you will see a green check mark appear next to “Education.” Many of the questions under the education section can be answered by looking at the green sheet “Class of 2021”



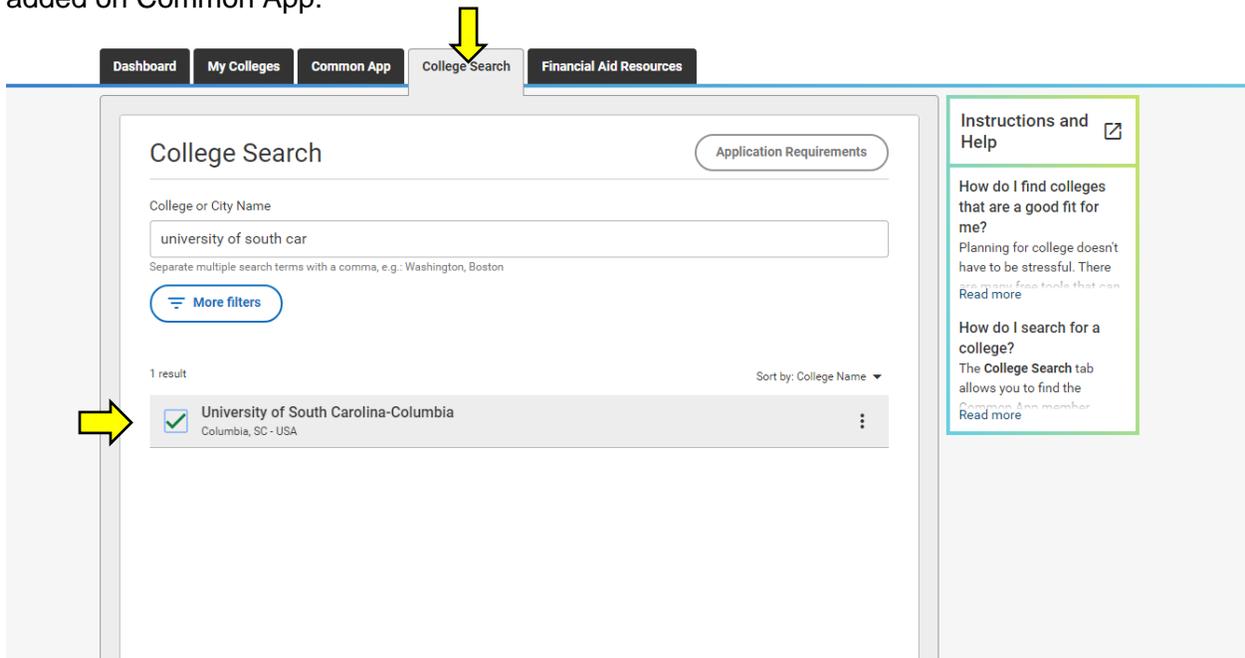
**Step 5:** In order to link your Naviance account with your Common App account you must add a college to your Common App account. Click on the tab “College Search” and search a school name.



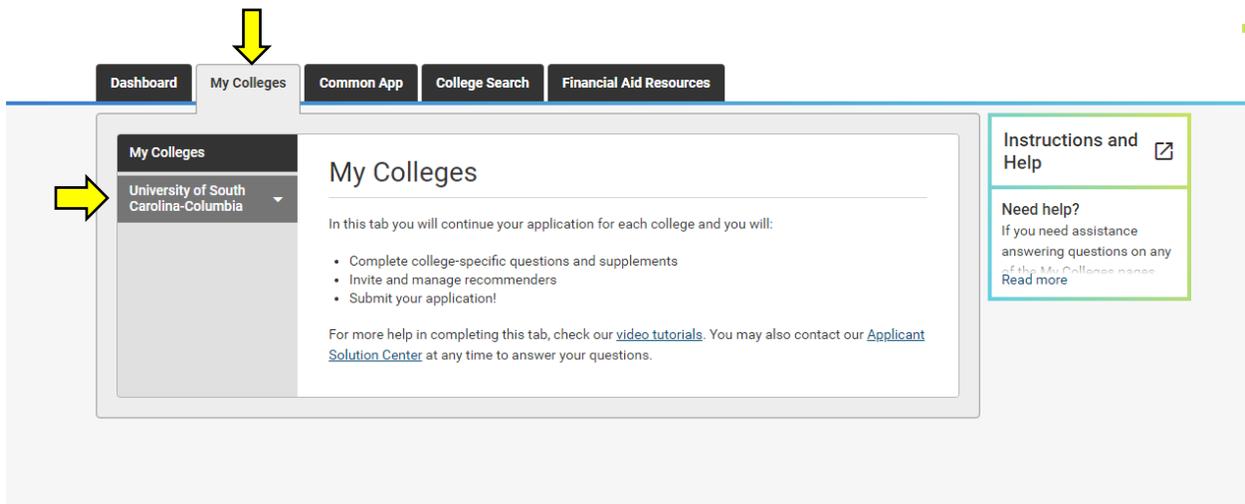
After searching a college or university, click on the blue plus sign located to the left of the colleges name.



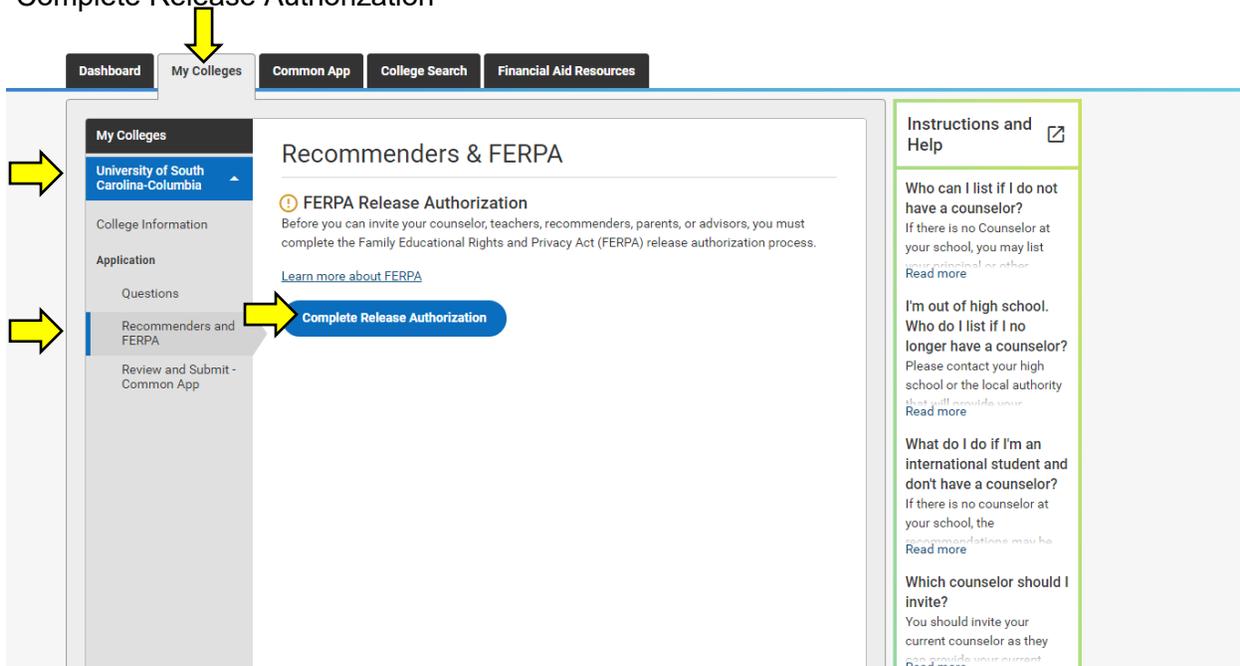
**Step 6:** Next, you will see a green check mark next to the college that you have successfully added on Common App.



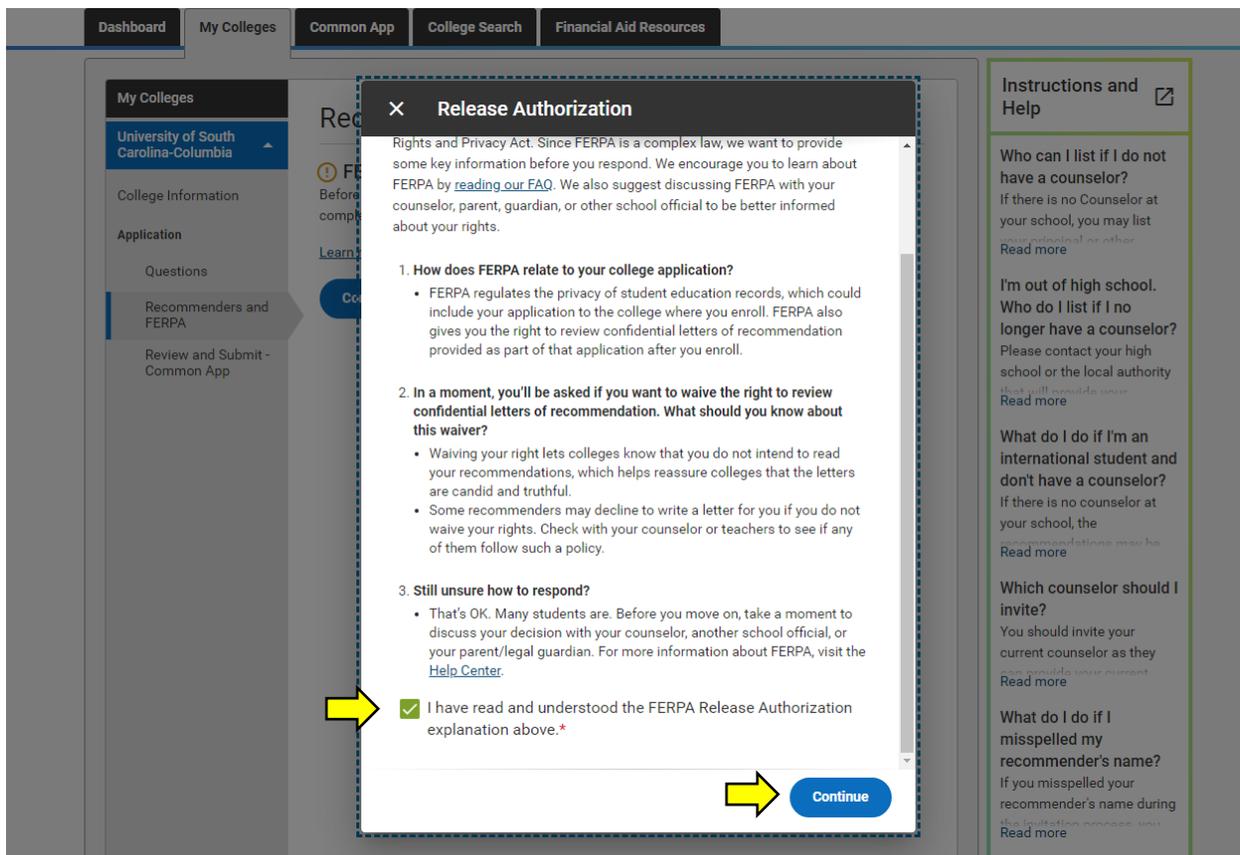
**Step 7:** Click on the tab, "My Colleges" and select the school that you just added.



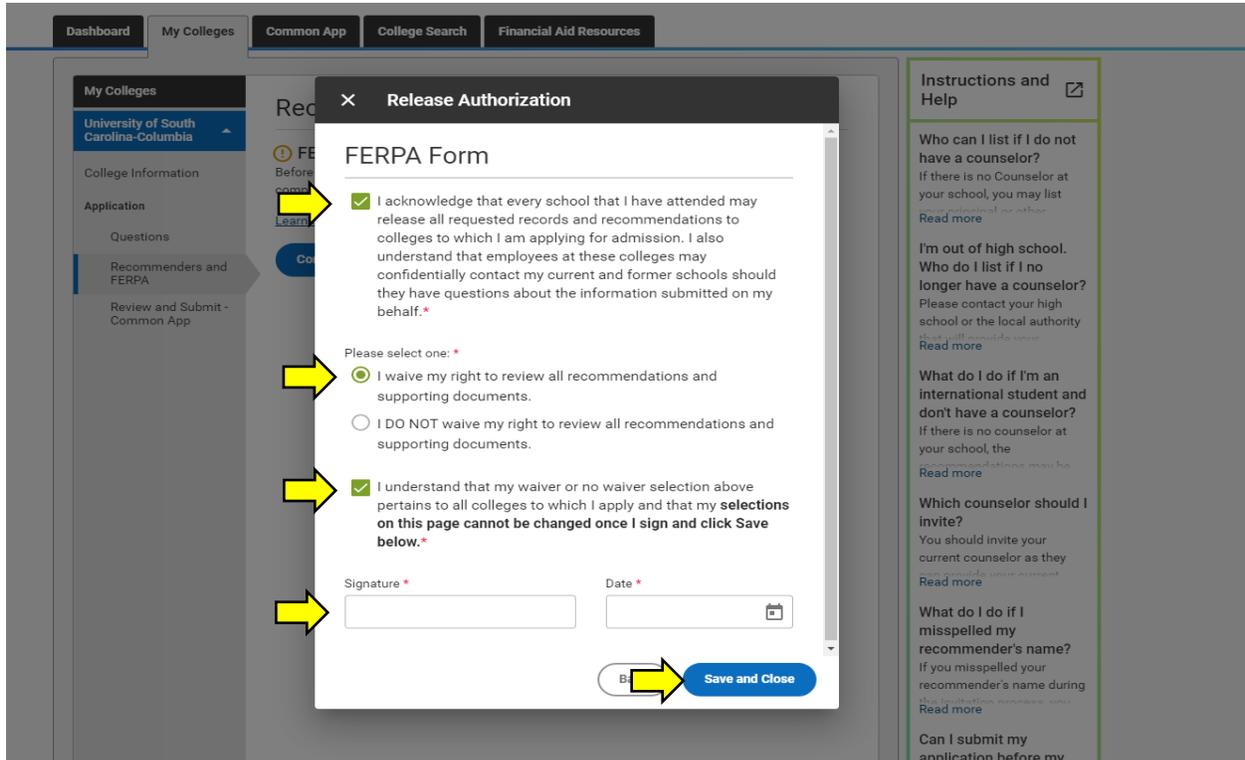
**Step 8:** Under the college or university, select “Recommenders and FERPA.” Next, click “Complete Release Authorization”



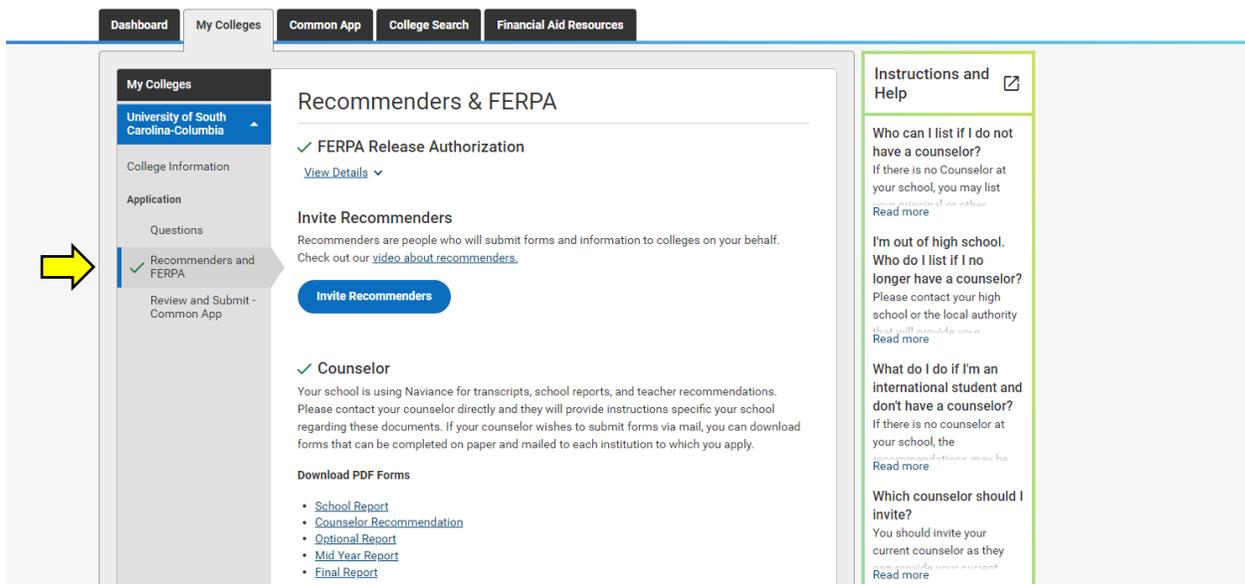
**Step 9:** Check the box that you have fully read and understand the FERPA Release Authorization and then press continue.



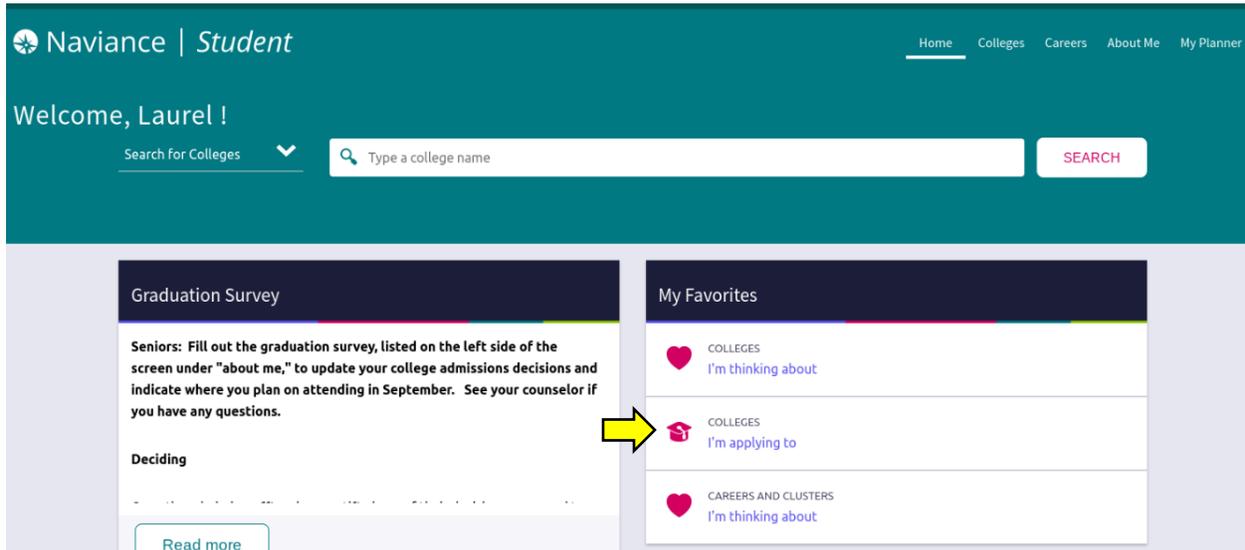
After pressing “Continue,” checkoff that you authorize the release of all requested records and recommendations to every college that you are applying to. Next, check that you waive your rights and that you understand that once you sign this page you cannot change this section of your application. After 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.



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

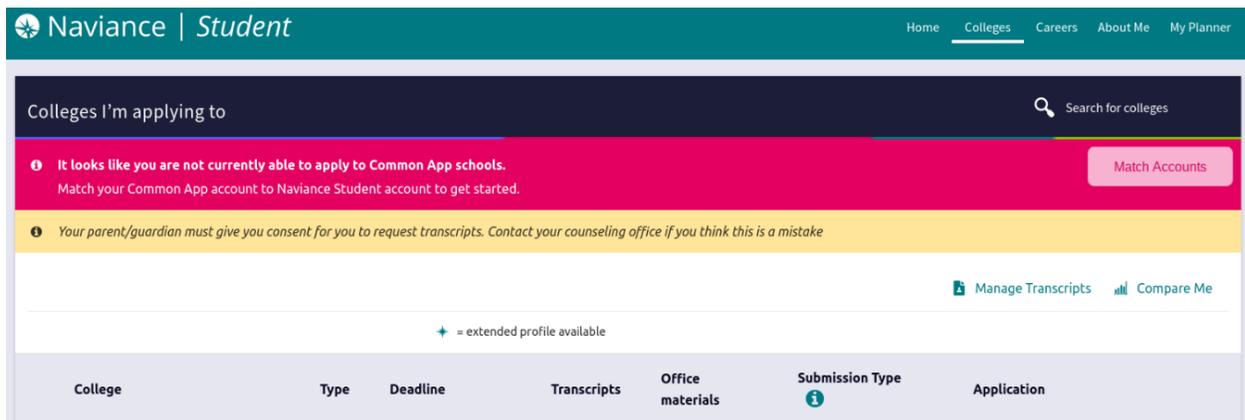


**Step 11:** At this point you will sign on to Naviance. On the right-hand side click on “Colleges I’m Applying To.”



**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.

- Make 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 interface. At the top, the header includes the Naviance logo and the text "Naviance | Student", along with navigation links for Home, Colleges, Careers, About Me, and My Planner. A green confirmation banner at the top left reads "Confirmation Successfully matched!" with a "Close" button. Below this, a dark blue header for "Colleges I'm applying to" features a search bar. A second green banner states "Your Common App account has been matched. Your FERPA status is waived. You're ready to apply to colleges using Common App." The main content area includes a "College that I'm attending:" dropdown menu currently set to "N/A" and an "Update" button. A "Letters of recommendation" section is partially visible at the bottom. Utility icons for "Manage Transcripts", "Compare Me", and a red plus sign are located in the top right of the main area. A legend indicates "+ = extended profile available" and another set of icons for "+ REQUEST TRANSCRIPTS" and "REMOVE" is also present.