

INSTRUCTIONS FOR MATCHING YOUR NAVIANCE ACCOUNT WITH THE COMMON APPLICATION

1. Log onto Naviance (<https://student.naviance.com>)
2. Open another tab and log into you Common App account (<https://apply.commonapp.org>)
 - i. Log –in (if registered previously OR Register for a Common App account.
 - ii. Click on Common Application tab and then **Education** section on left.
 - iii. Select Simsbury High School as your current or most recent school.
 - iv. Go to the **College Search** tab and add at least one college to you **My Colleges** list.
 - v. Click on **My Colleges** – look to the left side of the page and click on **Recommenders and FERPA** (DO NOT add teachers to this section)
 - vi. Click on authorization boxes
 - vii. Type your Full Name in **Signature Box**.....then hit submit
3. Go back to Naviance
 - i. Click on **Colleges** and then **Colleges I'm applying To:**
 - ii. Click on **"Match Accounts"** in the pink shaded box
 - iii. Type in your Common Application email address (**Common Application and Naviance emails must match exactly**)
 - iv. **Match** Your Naviance and Common Application Accounts.