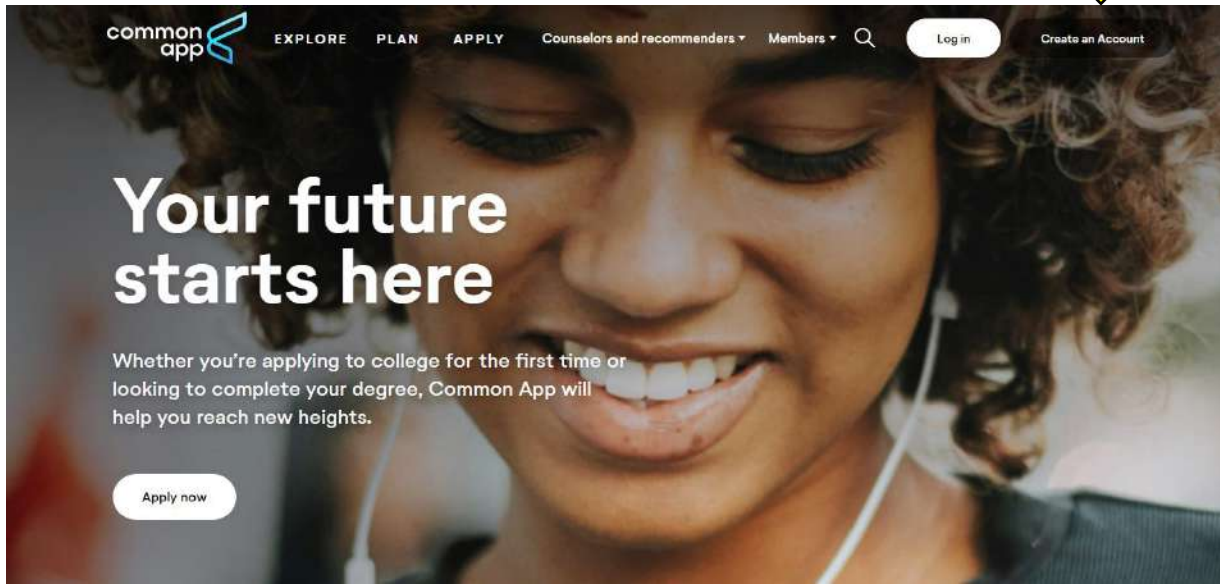
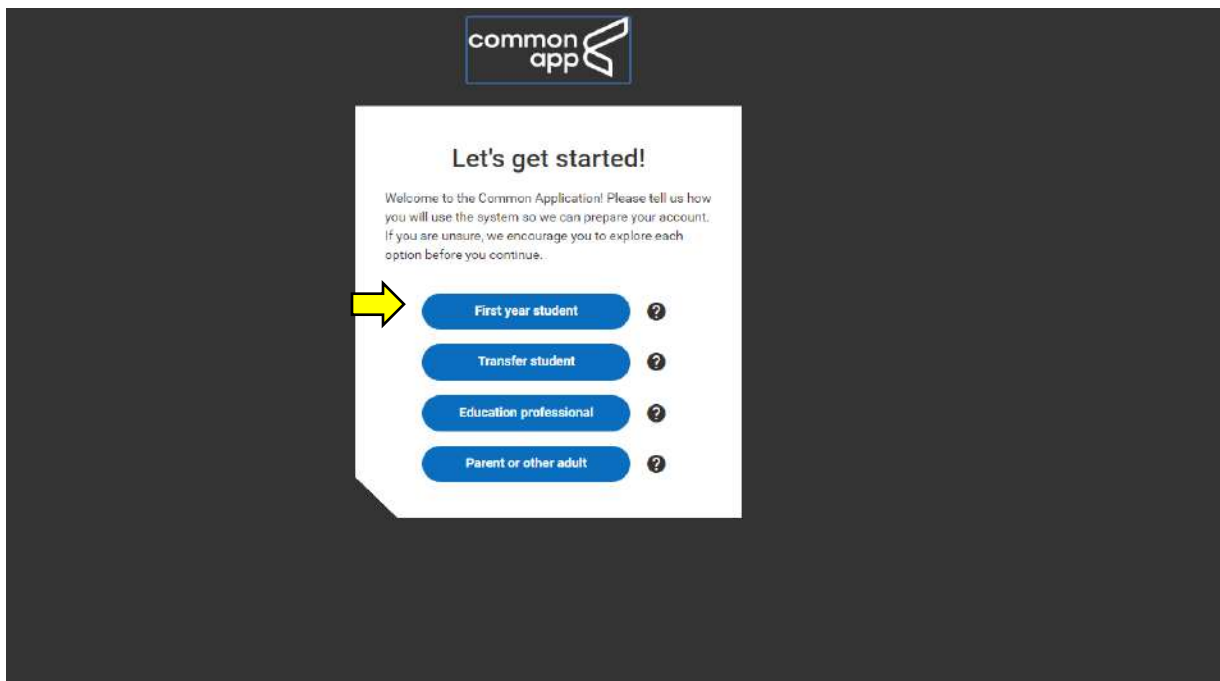


How to link your Common Application account with your Naviance account

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.



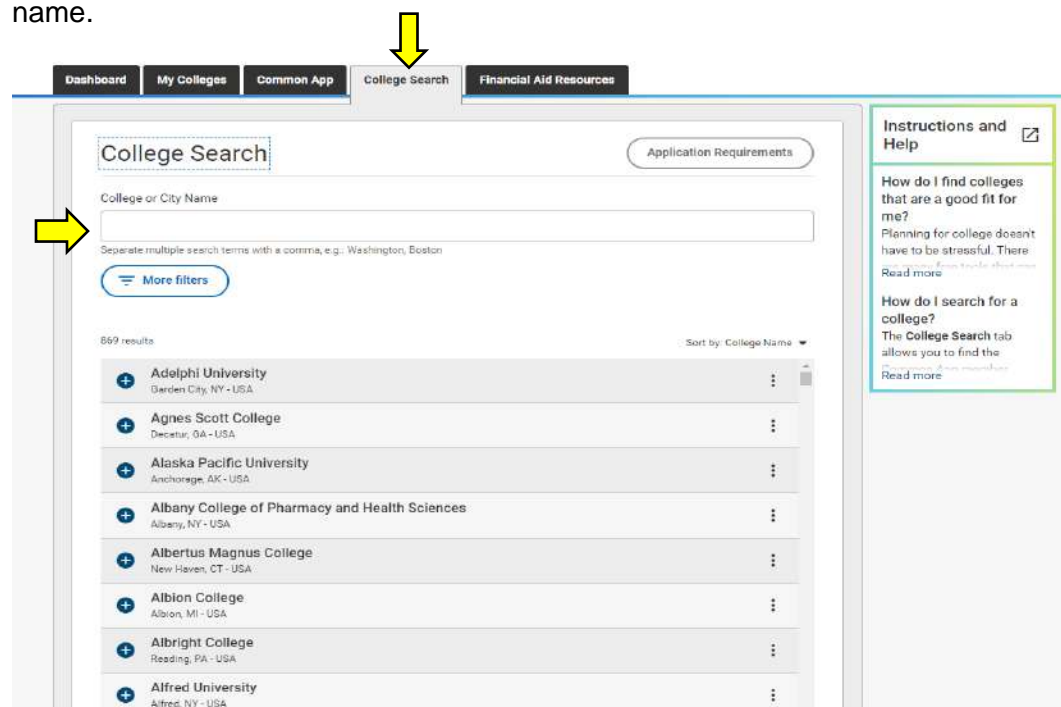
Step 3: Next, click the top tab “Common App.” Then complete the entire “Education” section on the left-hand side.

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-hand side, there is a menu with options: 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'. This section includes a form with the following fields: 'Current or most recent secondary/high school *' (with a text input containing 'Cold Spring Harbor Junior-Senior High School', '82 Turkey Ln', 'Cold Spring Harbor, NY 11724-1799', 'USA', 'Public', and 'CEEB Code : 331437'), 'Date of entry*' (with a date picker set to 'September 2016'), 'Is this a boarding school?*' (with radio buttons for 'Yes' and 'No', where 'No' is selected), and 'Did or will you graduate from this school?*' (with radio buttons for 'Yes' and 'No', where 'Yes' is selected). There are 'Change' and 'Remove' buttons for the school entry. On the right-hand side, there is a 'Instructions and Help' section with a link to 'Why can't I find my school in the high school search screen?'.

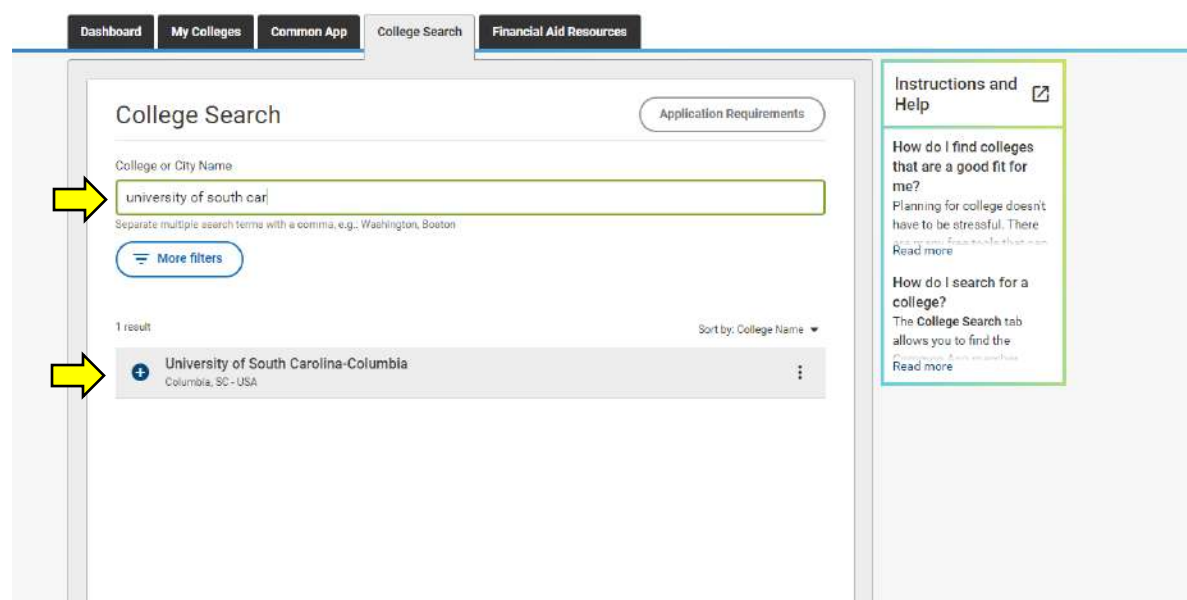
Step 4: After answering all of the questions under the “Education” section, you will see a green check mark appear next to “Education.” Many of the questions under the education section can be answered by looking at the green sheet “Class of 2021”

This screenshot is similar to the previous one, but with a green check mark next to the 'Education' option in the left-hand menu. The 'Education' section in the main content area remains the same, showing the same school information and form fields. The 'Common App' tab is still highlighted at the top, and the 'Instructions and Help' section is visible on the right.

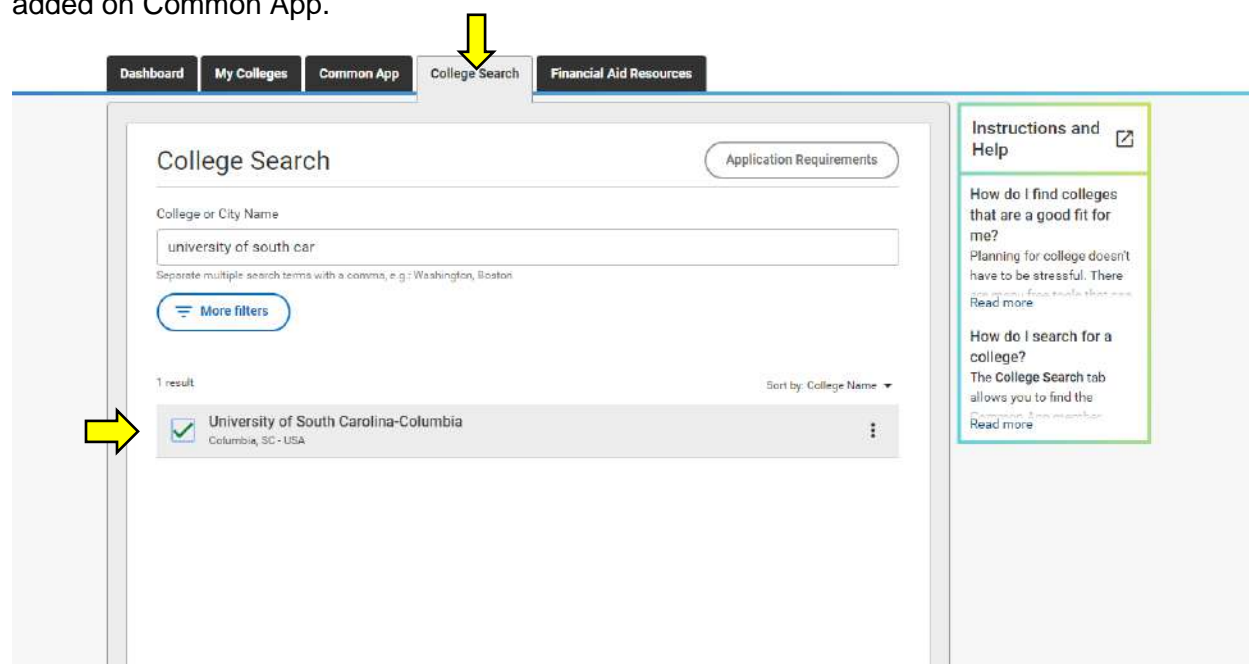
Step 5: In order to link your Naviance account with your Common App account you must add a college to your Common App account. Click on the tab “College Search” and search a school name.



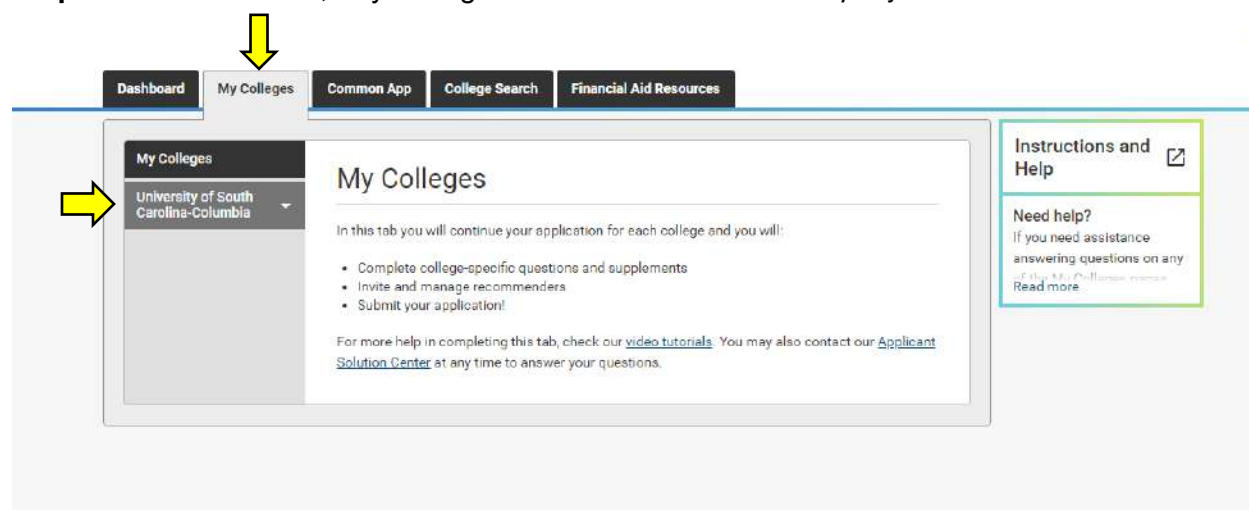
After searching a college or university, click on the blue plus sign located to the left of the colleges name.



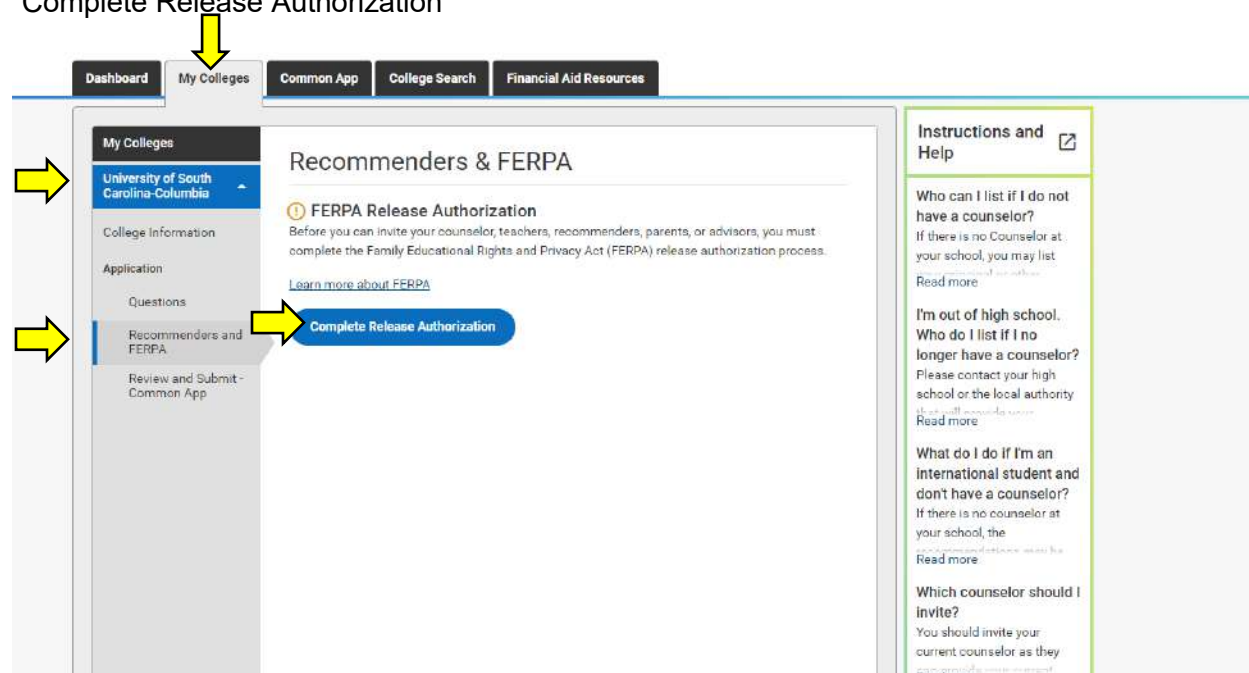
Step 6: Next, you will see a green check mark next to the college that you have successfully added on Common App.



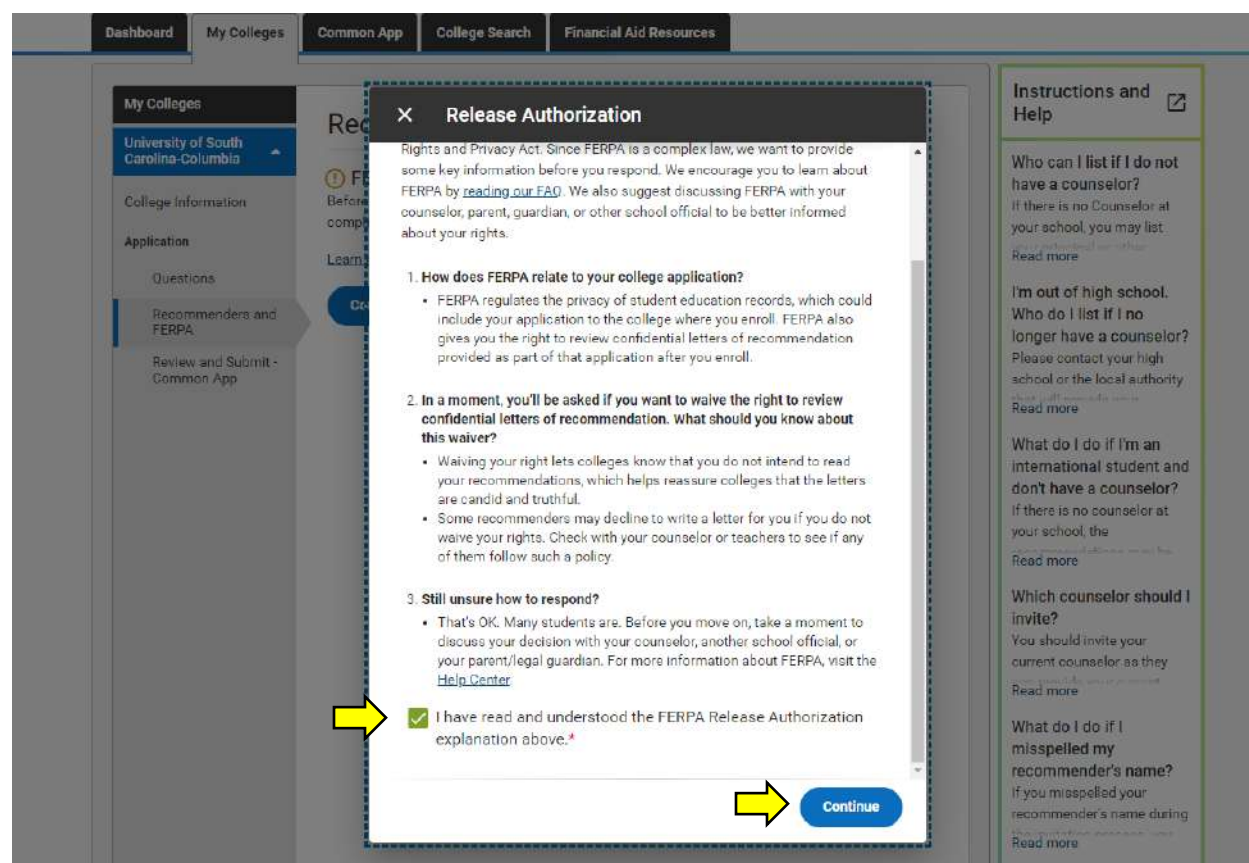
Step 7: Click on the tab, “My Colleges” and select the school that you just added.



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 modal window titled "Release Authorization" with a sub-header "FERPA Form". It contains several sections with checkboxes and radio buttons, all of which are checked or selected. Yellow arrows point to the "Save and Close" button at the bottom right.

Release Authorization

FERPA Form

☒ 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.*

Please select one: *

☒ I waive my right to review all recommendations and supporting documents.

☐ I DO NOT waive my right to review all recommendations and supporting documents.

☒ 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.***

Signature * Date *

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 in the application. A yellow arrow points to a green checkmark next to the "Recommendors and FERPA" link in the left sidebar. The main content area shows the "FERPA Release Authorization" status as complete, followed by "Invite Recommendors" and "Counselor" sections.

Recommendors & FERPA

☒ FERPA Release Authorization
[View Details](#)

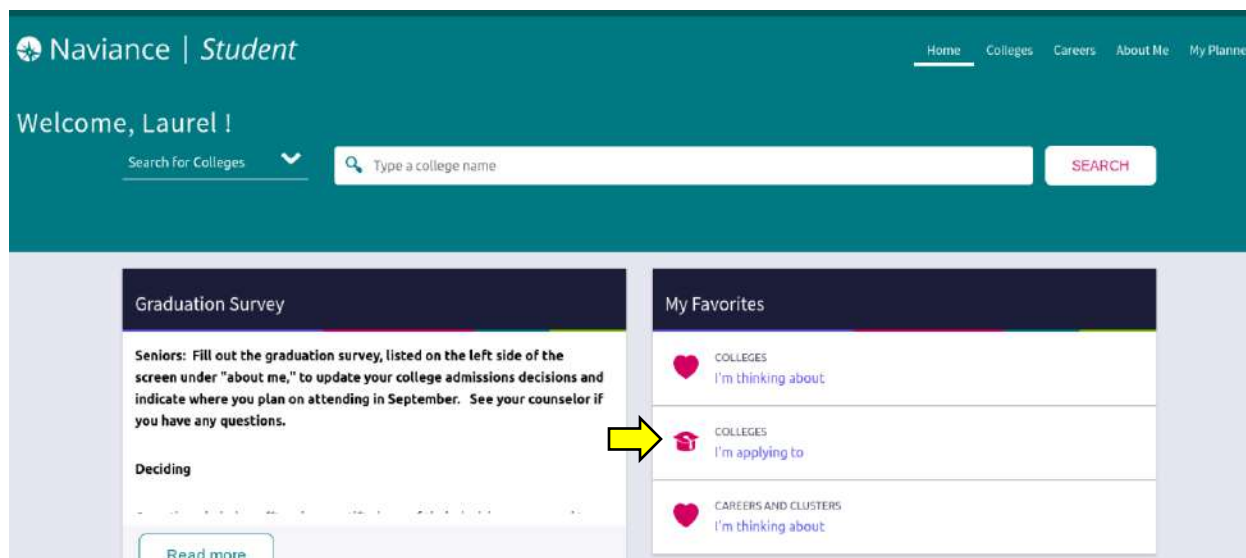
Invite Recommendors
Recommendors are people who will submit forms and information to colleges on your behalf. Check out our [video about recommendors](#).

☒ **Counselor**
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.

Download PDF Forms

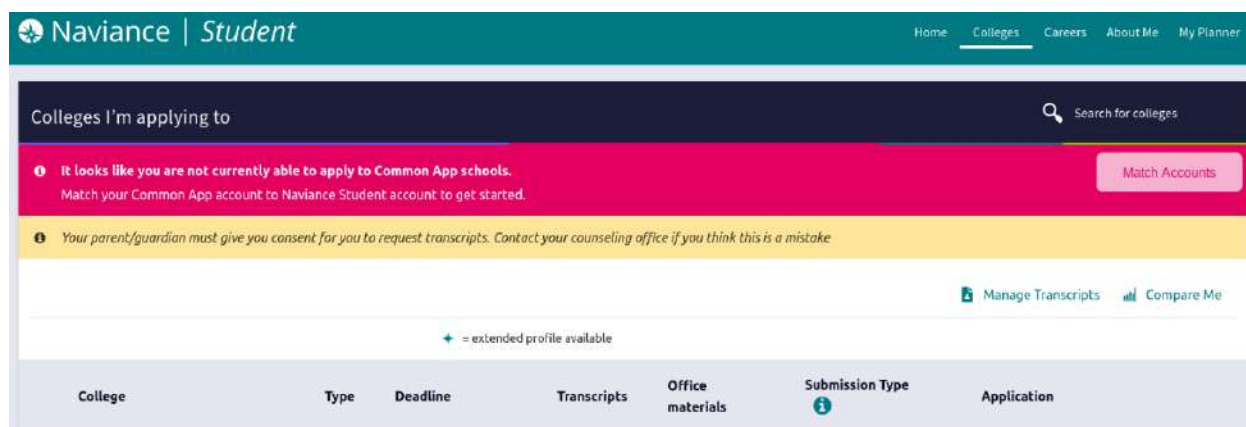
- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)

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

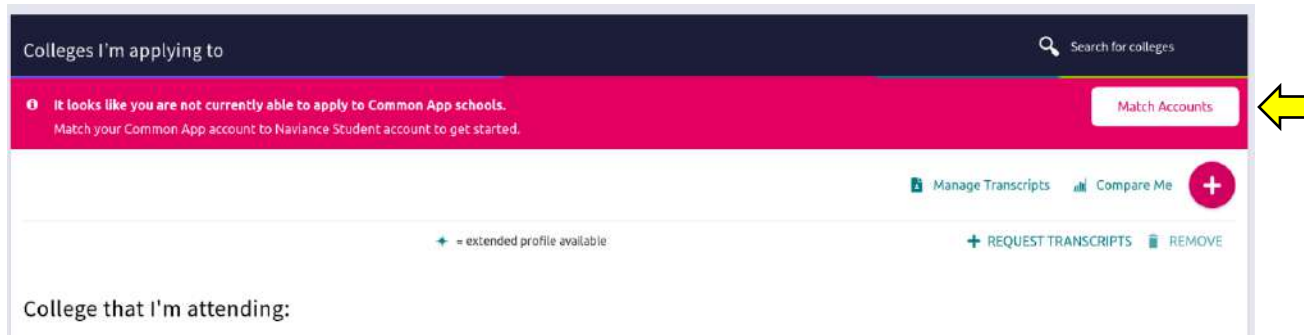


Step 12: Click “Match Accounts” on the right-hand side. In order to match your Naviance account with your Common App account, you must first submit the Authorization for Release of Records form, located on the counseling website.

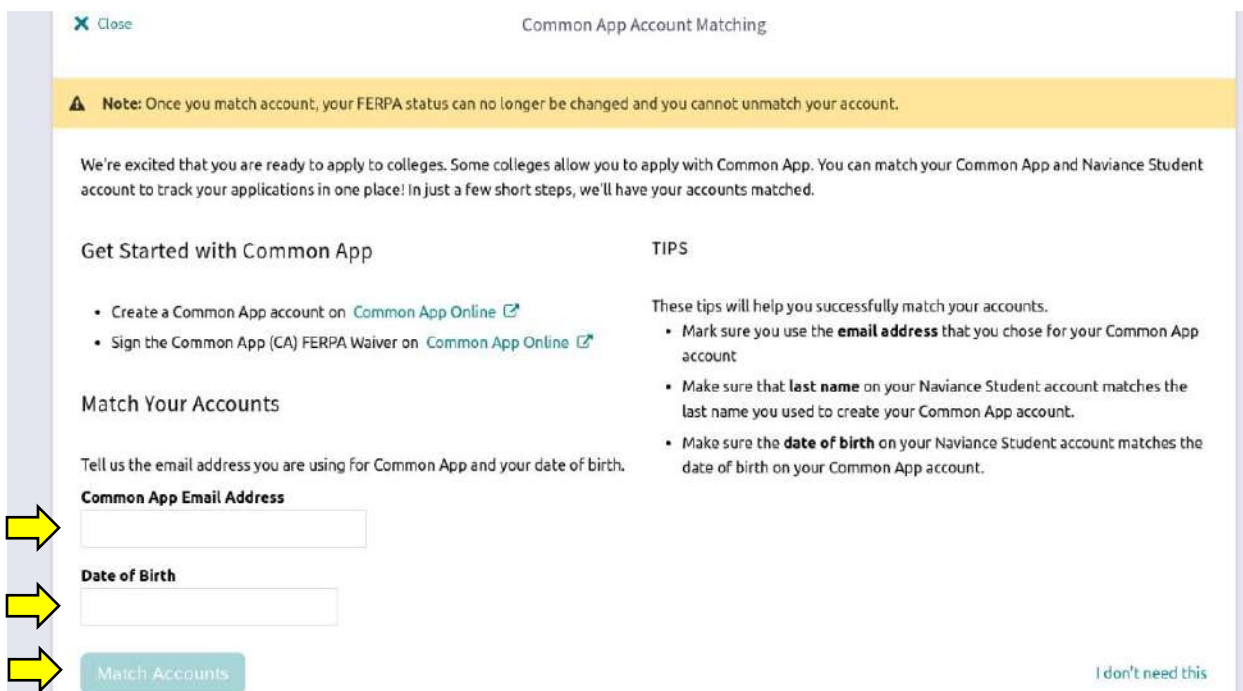
(<https://www.csh.k12.ny.us/cms/lib/NY02214132/Centricity/Domain/77/CSH%20Records%20Release%20Form%202019-20.pdf>)



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.”



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.”



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 interface. At the top, a teal header bar contains the Naviance logo and the word "Student", along with navigation links for 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. Underneath, a dark blue section titled "Colleges I'm applying to" features a search bar. A second green banner with a checkmark icon confirms: "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 section for "College that I'm attending:" with a dropdown menu currently showing "N/A" and an "Update" button. Above this dropdown, there are links for "Manage Transcripts", "Compare Me", and a red plus icon. Below the dropdown, there are links for "REQUEST TRANSCRIPTS" and "REMOVE". A small note indicates "+ extended profile available". At the bottom, a section for "Letters of recommendation" is partially visible.