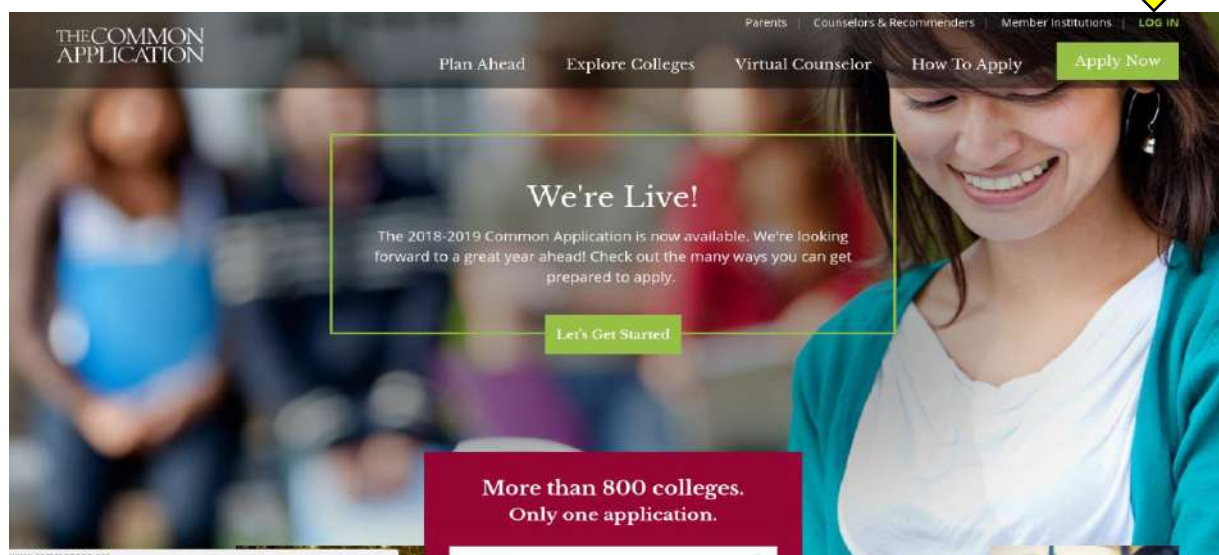
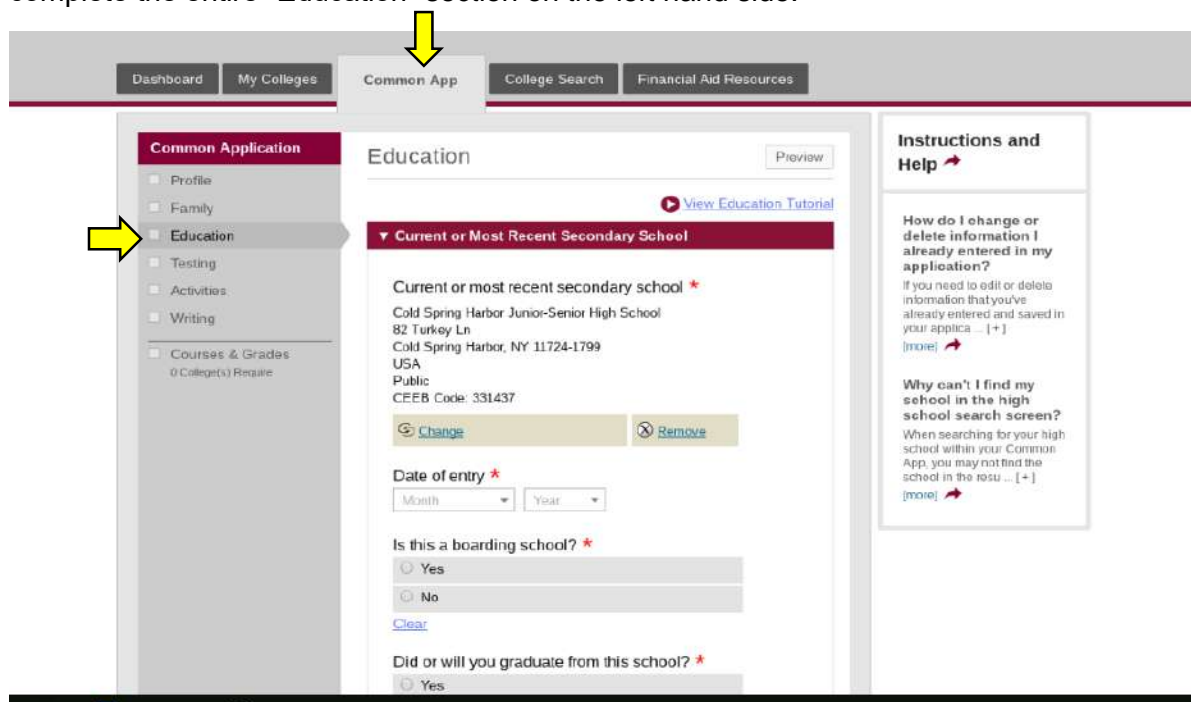


How to link your Common Application account with your Naviance account

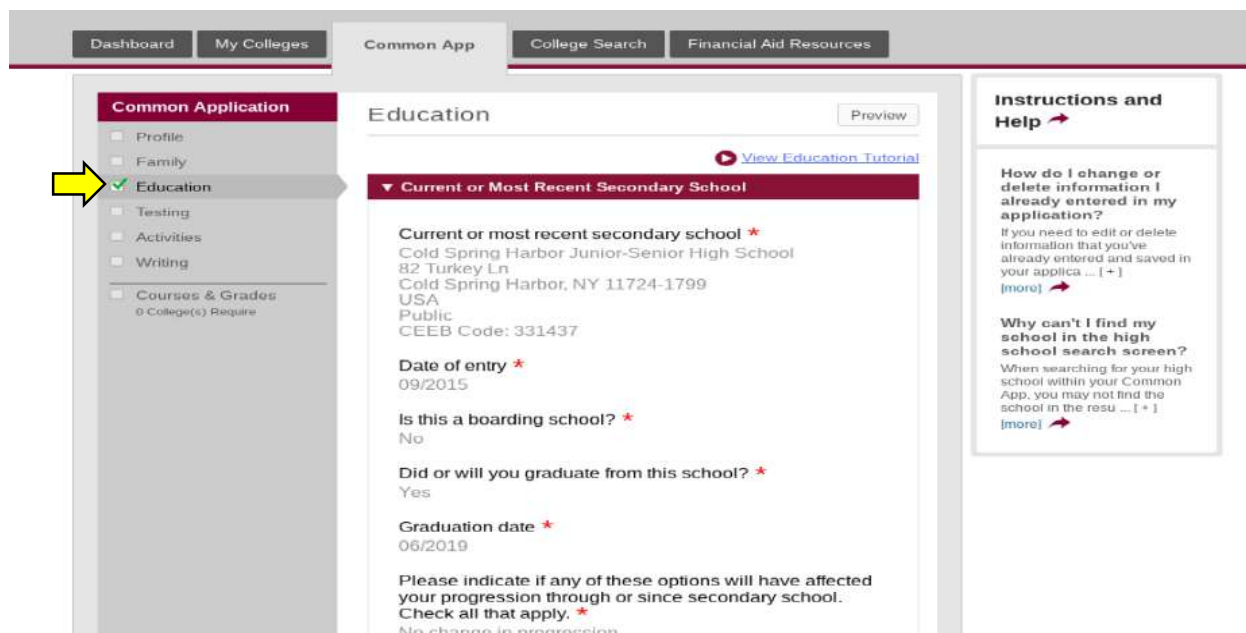
Step 1: Log into your Common App account. (<https://www.commonapp.org/>) Then click “student” and then type in your email and password.



Step 2: After logging into your Common App account click on the top tab “Common App.” Then complete the entire “Education” section on the left hand side.

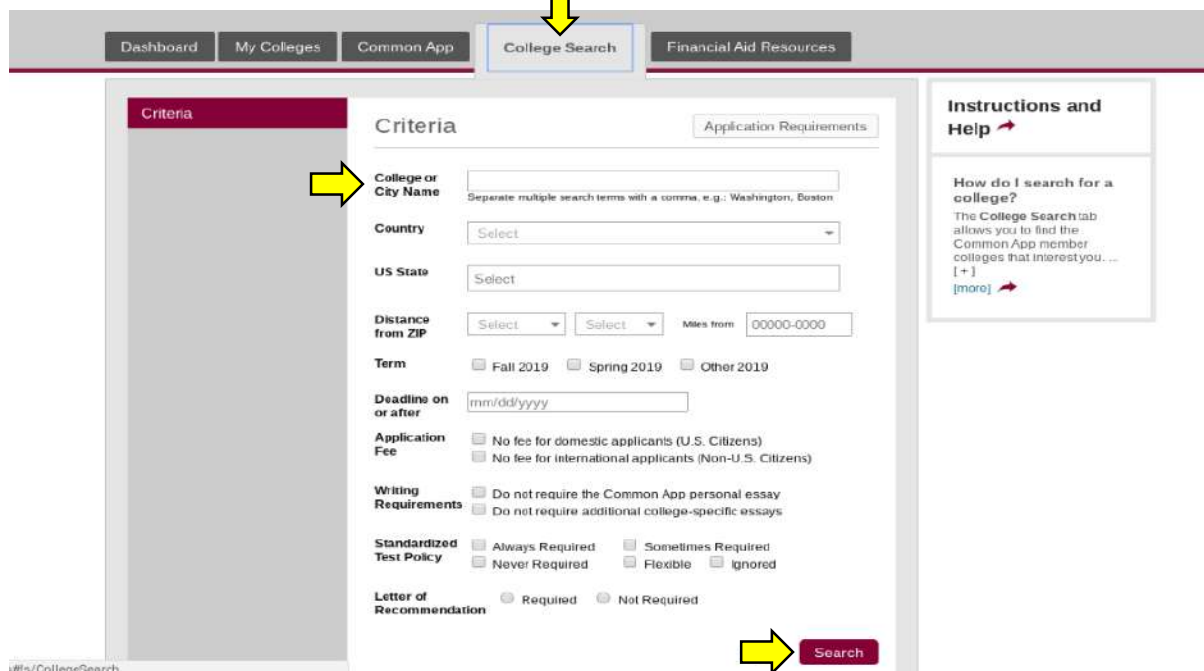


Step 3: After answering all of the question under the “Education” section, you will then see a green check mark appear next to “Education.” Many of the questions under the education section can be answered by looking at our school High School Profile 2018-2019, located on the counseling centers website.



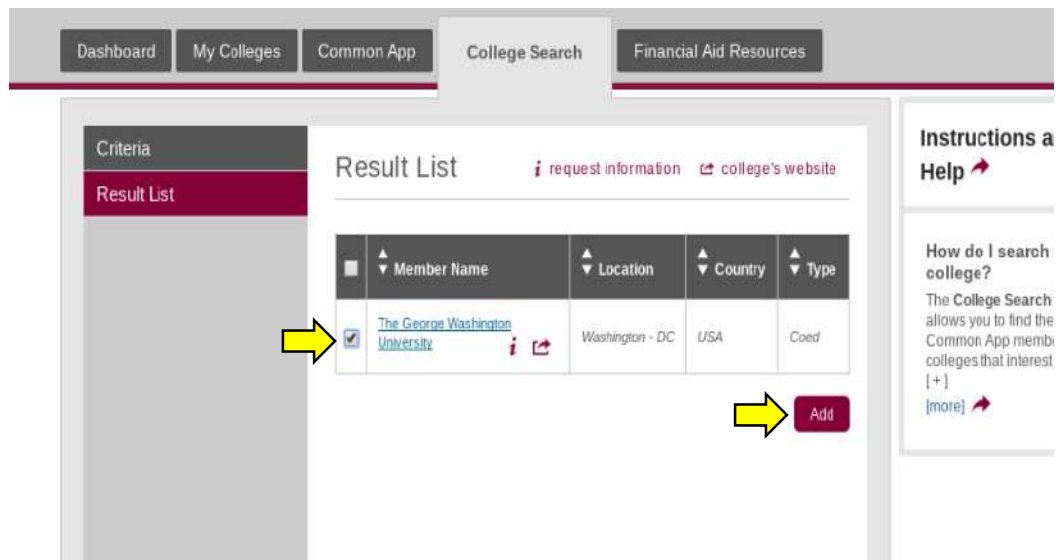
The screenshot shows the Common App interface. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar, titled 'Common Application', lists sections: Profile, Family, Education (highlighted with a green checkmark and a yellow arrow), Testing, Activities, Writing, and Courses & Grades (0 College(s) Require). The main content area is titled 'Education' and includes a 'Preview' button and a 'View Education Tutorial' link. Below this is a section for 'Current or Most Recent Secondary School' with the following information: 'Current or most recent secondary school *', 'Cold Spring Harbor Junior-Senior High School', '82 Turkey Ln', 'Cold Spring Harbor, NY 11724-1799', 'USA', 'Public', 'CEEB Code: 331437', 'Date of entry *', '09/2015', 'Is this a boarding school? *', 'No', 'Did or will you graduate from this school? *', 'Yes', 'Graduation date *', '06/2019', and a note: 'Please indicate if any of these options will have affected your progression through or since secondary school. Check all that apply. *', 'No change in progression'. A right sidebar contains 'Instructions and Help' with links for changing information and finding schools.

Step 4: In order to link your Naviance account with your Common App account you must first add a college to your Common App account. Click on the tab “College Search” search a school name and then click “search” at the bottom of the page.

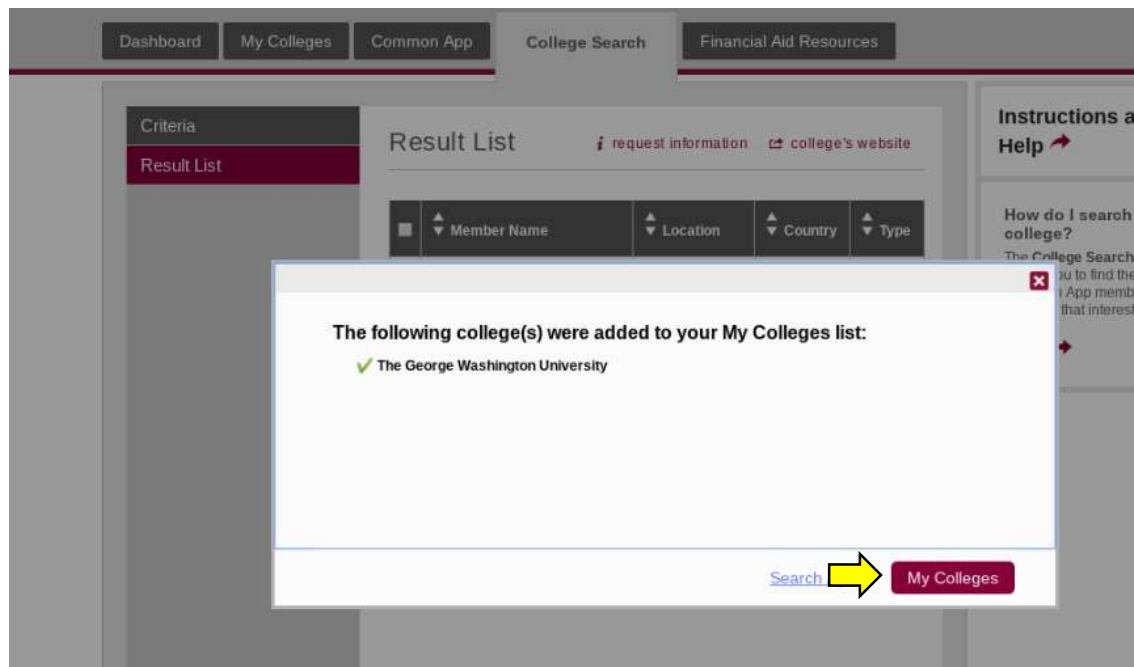


The screenshot shows the Common App 'College Search' criteria page. The top navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search' (highlighted with a yellow arrow), and 'Financial Aid Resources'. The left sidebar is titled 'Criteria'. The main content area is titled 'Criteria' and includes an 'Application Requirements' button. Below this are various search criteria: 'College or City Name' (text input), 'Country' (dropdown), 'US State' (dropdown), 'Distance from ZIP' (dropdowns), 'Term' (checkboxes for Fall 2019, Spring 2019, Other 2019), 'Deadline on or after' (text input), 'Application Fee' (checkboxes for No fee for domestic/international applicants), 'Writing Requirements' (checkboxes for Do not require Common App personal essay, Do not require additional college-specific essays), 'Standardized Test Policy' (checkboxes for Always Required, Sometimes Required, Never Required, Flexible, Ignored), and 'Letter of Recommendation' (radio buttons for Required, Not Required). A yellow arrow points to the 'Search' button at the bottom right. A right sidebar contains 'Instructions and Help' with a link for searching for a college.

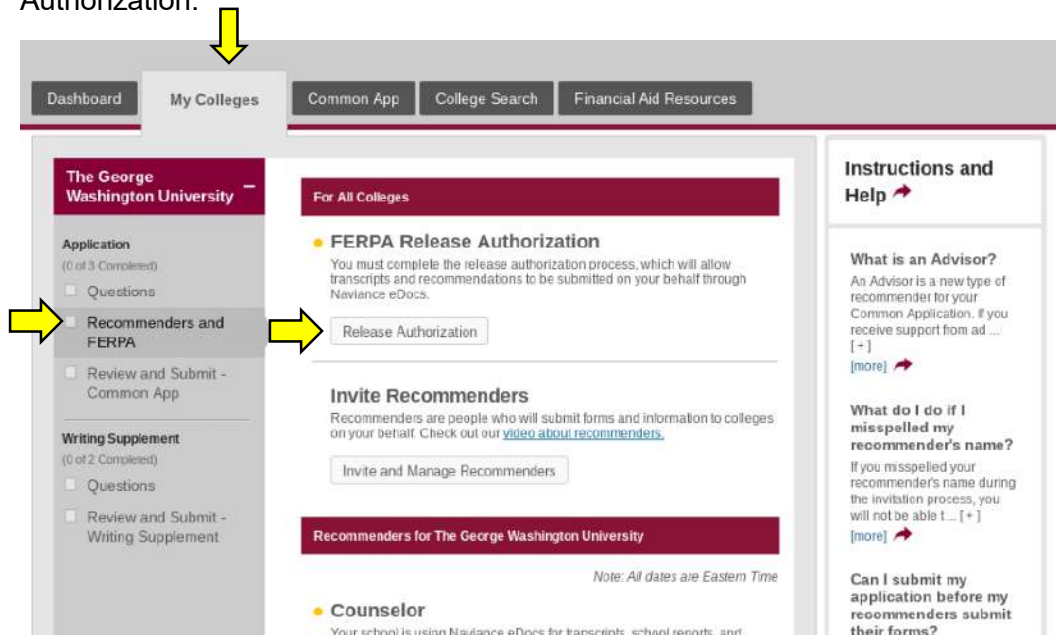
After searching a college or university, click on the box located to the left of the colleges name and then press “Add.”



Step 5: After clicking the “Add” button, click “My Colleges”



Step 6: Under the college that was just added to the tab “My Colleges” click the box to the left of “Recommendations and FERPA.” Next, under FERPA Release Authorization click on “Release Authorization.”



Step 7: Check off that you have fully read and understand the FERPA Release Authorization and then press continue.

The screenshot shows the 'Release Authorization' form. At the top, there is a progress bar with '1 Instructions' and '2 Form'. The main text explains FERPA and asks the user to confirm they have read and understood the explanation. A yellow arrow points to the checkbox, and another yellow arrow points to the 'Continue' button.

Release Authorization

1 Instructions > 2 Form

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond.

1. How does FERPA relate to your college application?

FERPA gives you the right to review confidential letters of recommendation under certain circumstances IF:

- You are enrolled in college and that college saves the recommendations for enrolled students, OR
- You are 18 or older.

2. In a moment you'll be asked if you want to waive this right. Why would you want to do that?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?

- That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

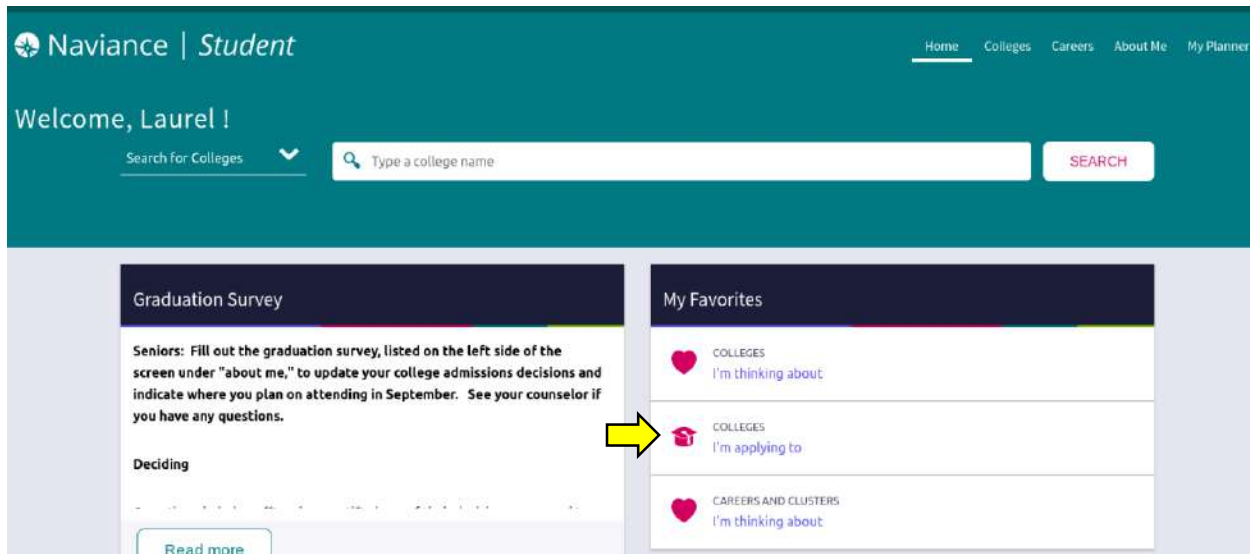
☐ I have fully read and understood the FERPA Release Authorization explanation above. *

[Continue](#)

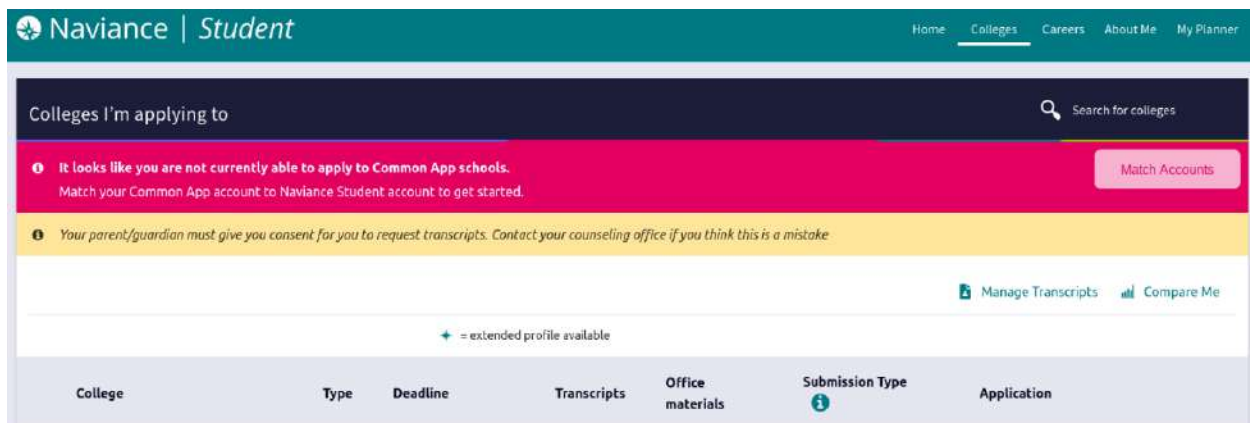
After pressing “Continue” then check off that you authorize the release of all requested records and recommendation to every college that you are applying to. Next, check off that you waive your rights and that you understand that once you sign this page you cannot change this section of your application.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

Step 8: After completing step 7, 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 that you eventually add to the tab “My Colleges.”

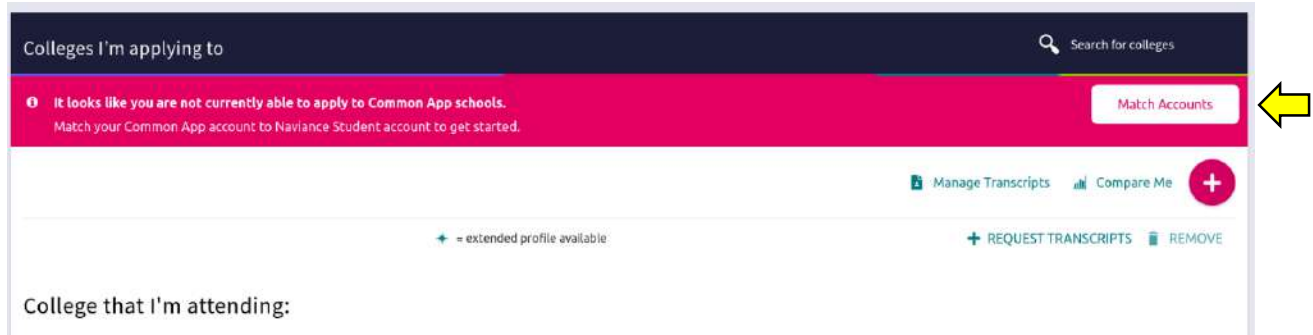
Step 9: At this point you will sign into your Naviance Student account. On the right hand side click on “Colleges I’m Applying To.”



Step 10: 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/Shared/2016-17/CSH%20Records%20Release%20Form%202017_18.pdf)

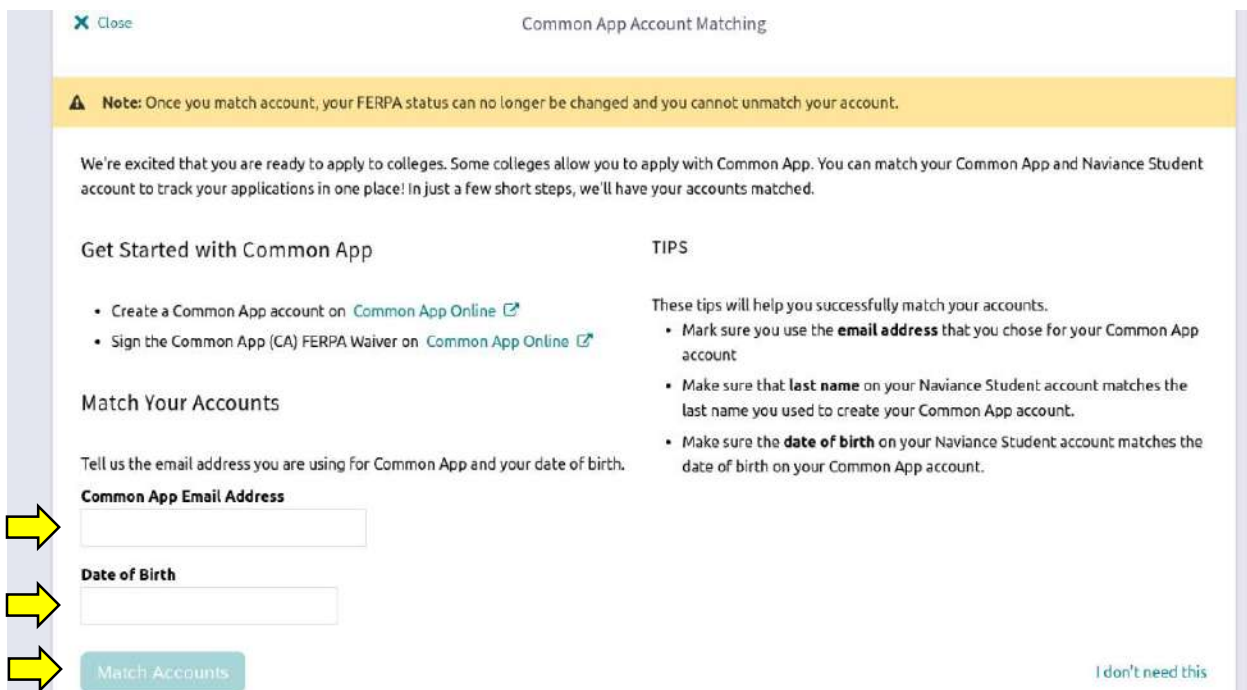


Step 11: After submitting the Authorization for Release of Records form, you will see that the yellow bar is removed. Once this bar is removed, click on “Match Accounts.”



The screenshot shows the top section of the Naviance interface. At the top, there's a dark blue header with the text "Colleges I'm applying to" and a search bar. Below this is a pink banner with a message: "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." A yellow arrow points to a white button labeled "Match Accounts" in the top right corner of the pink banner. Below the banner, there are links for "Manage Transcripts", "Compare Me", and a plus icon. A small note says "+ = extended profile available". At the bottom, there's a section titled "College that I'm attending:".

Step 12: Type in the email address that you use when signing in to 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.”



The screenshot shows the "Common App Account Matching" form. At the top, there's a "Close" button and the title "Common App Account Matching". Below this is a yellow banner with a note: "Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account." The main content area has two columns. The left column is titled "Get Started with Common App" and lists two steps: "Create a Common App account on Common App Online" and "Sign the Common App (CA) FERPA Waiver on Common App Online". Below this is a section titled "Match Your Accounts" with the text "Tell us the email address you are using for Common App and your date of birth." There are two input fields: "Common App Email Address" and "Date of Birth". Yellow arrows point to these fields. At the bottom left is a "Match Accounts" button, and at the bottom right is a link "I don't need this". The right column is titled "TIPS" and lists three tips: "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.", and "Make sure the date of birth on your Naviance Student account matches the date of birth on your Common App account."