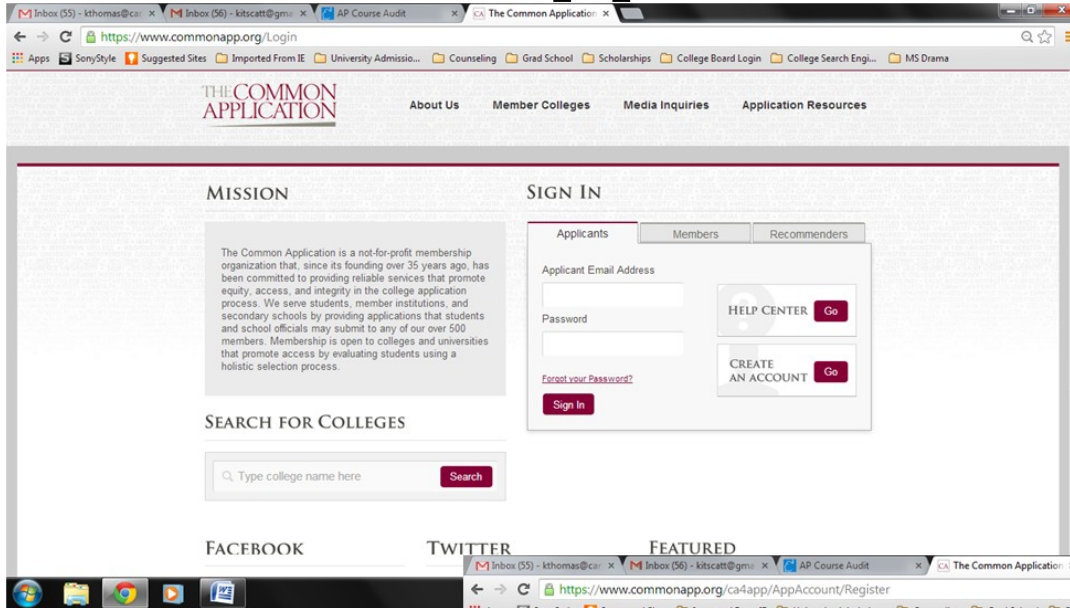
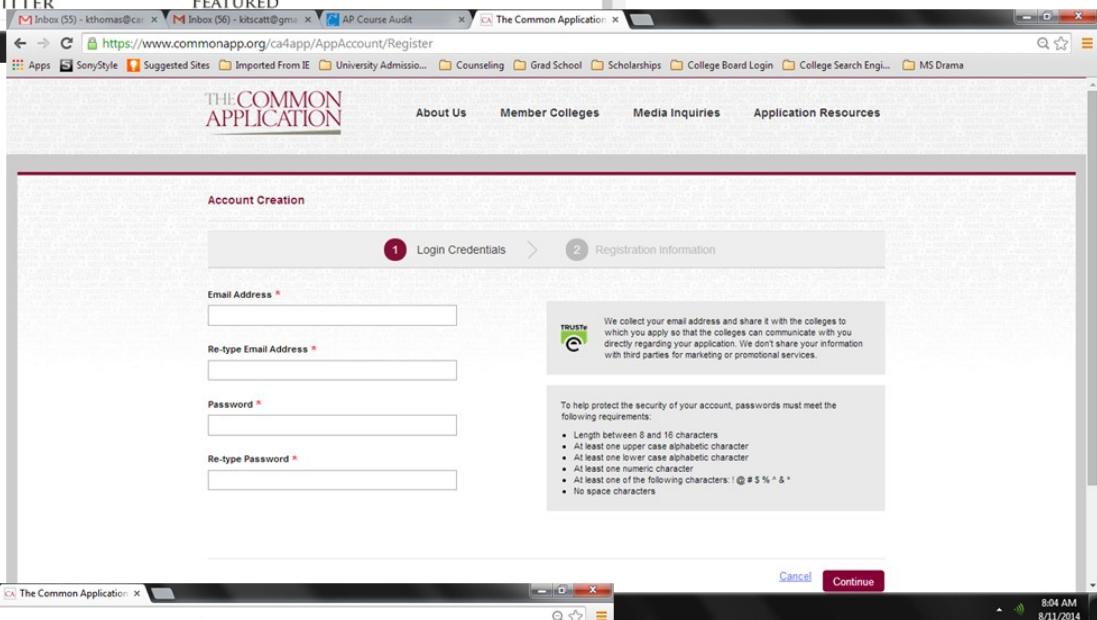


Common App/Naviance Set Up

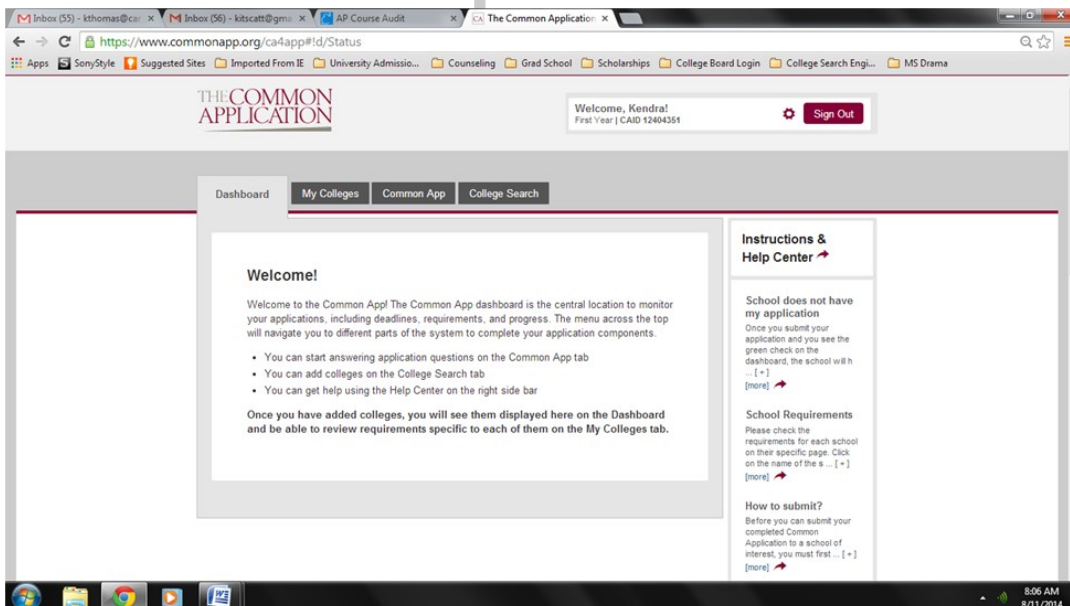


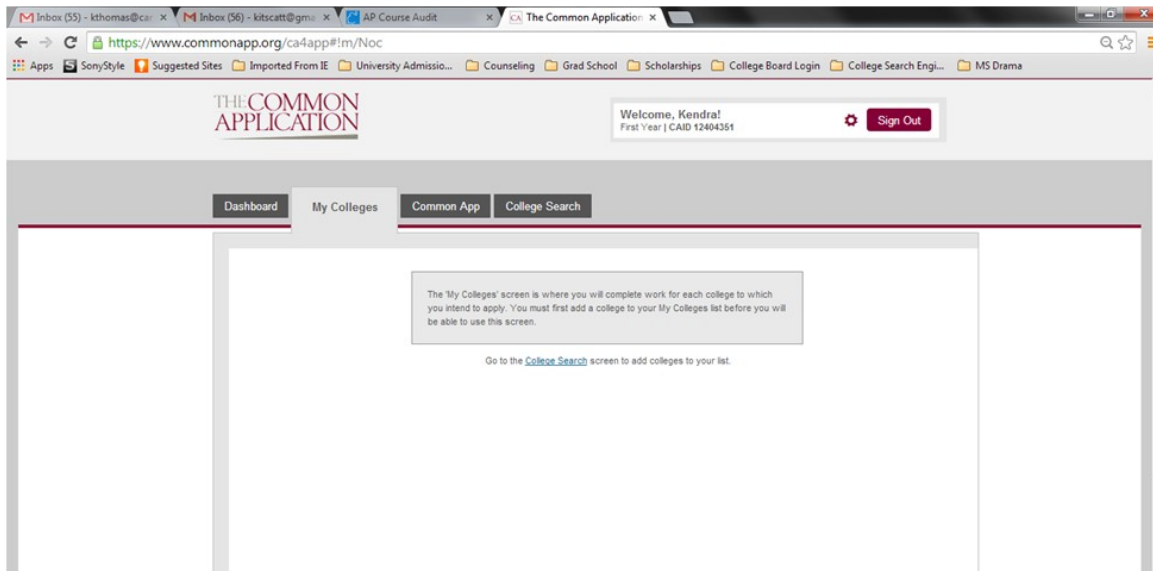
1. Go to www.commonapp.org/Login
2. Click on “CREATE AN ACCOUNT”

3. Use the email address you used for Naviance set up to create a Common App account. The email addresses must match!!!



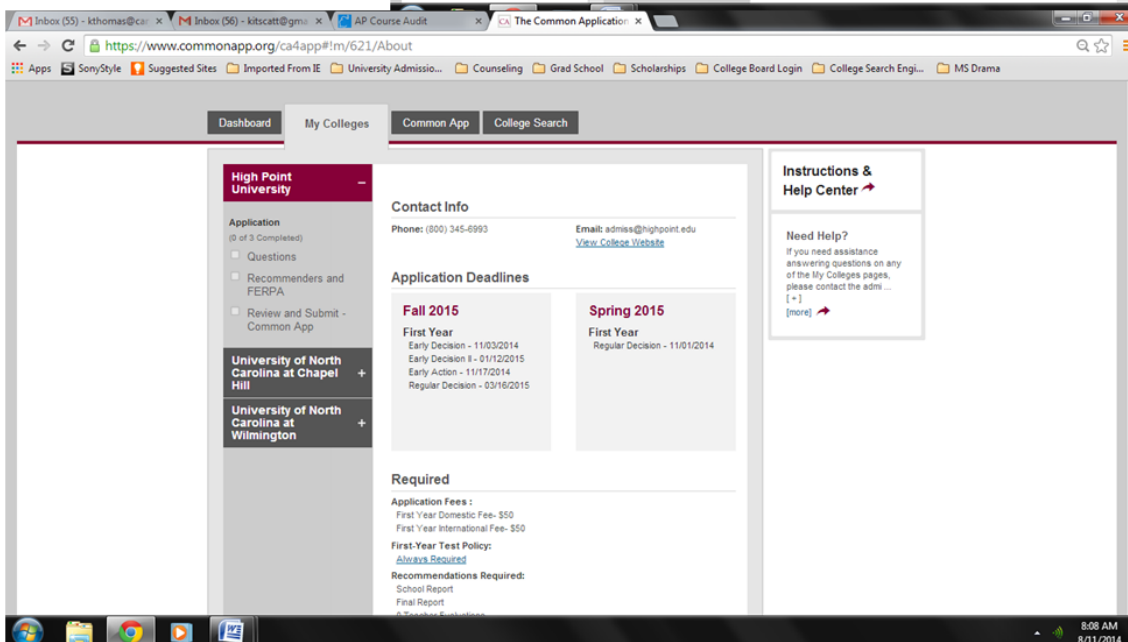
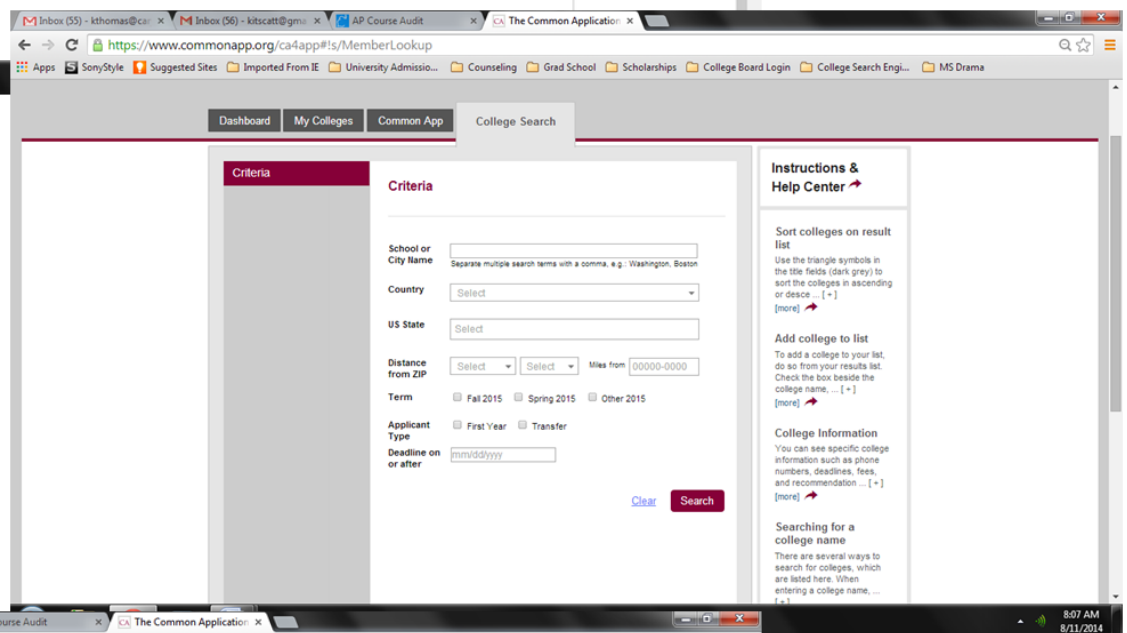
4. Once you have set up your Common App account, it will take you back to the Welcome screen. Click on “My Colleges.”



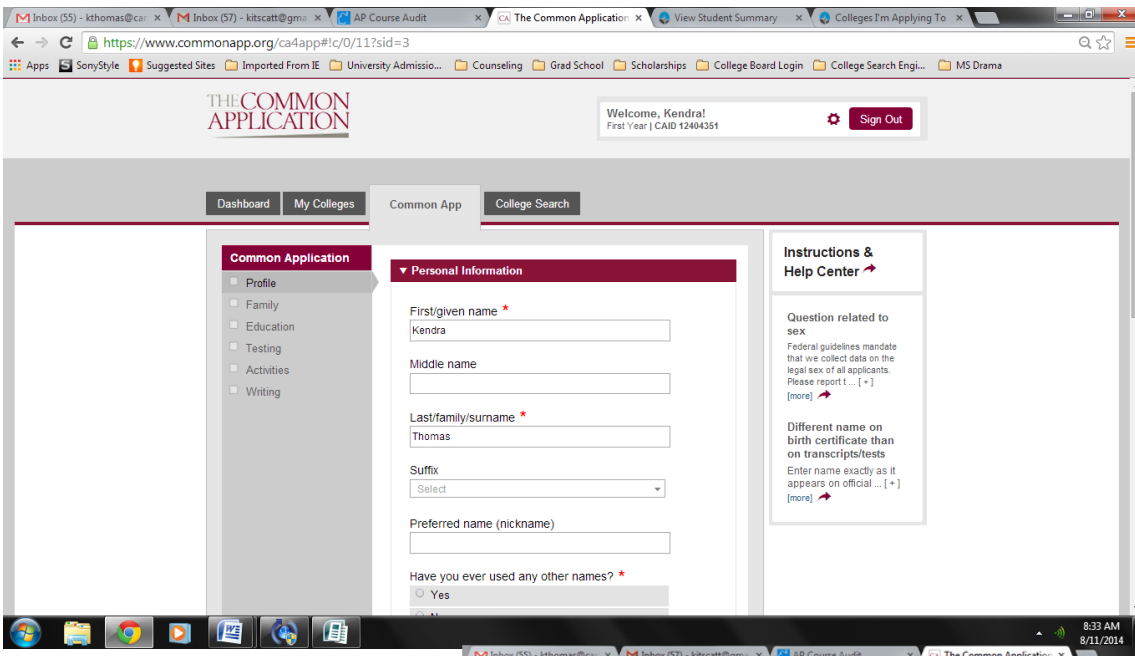


5. Click on “College Search” and locate the colleges to which you plan to apply.

NOTE: Not all schools are Common App schools. If you do not have any Common App schools on your list, you still need to create an account and pick a Common App school in order to sign your FERPA waiver.

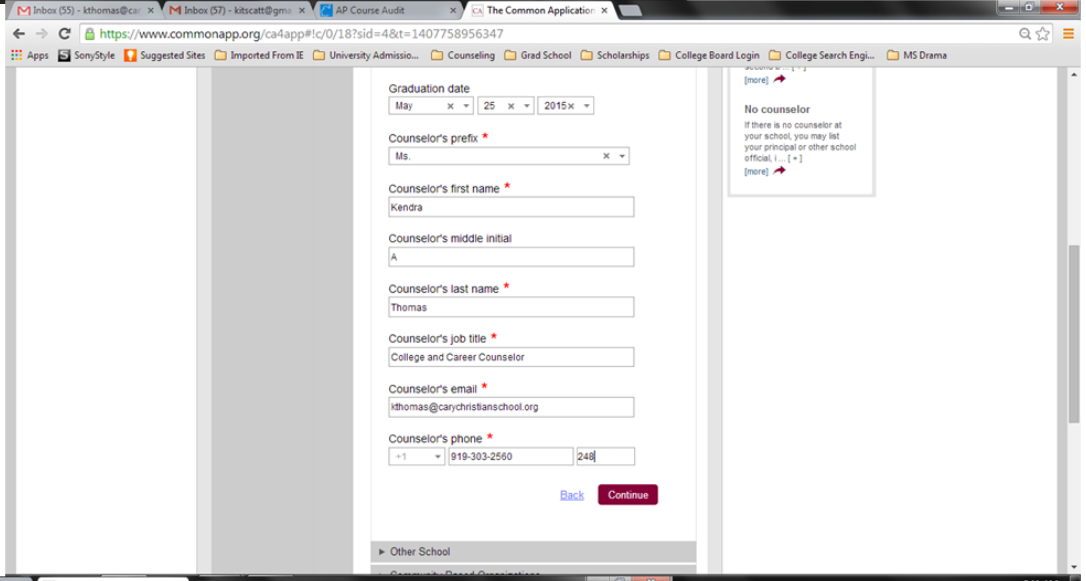


6. Once you have added your schools, they will appear on your Common App list. Now, click on the “Common App” tab .

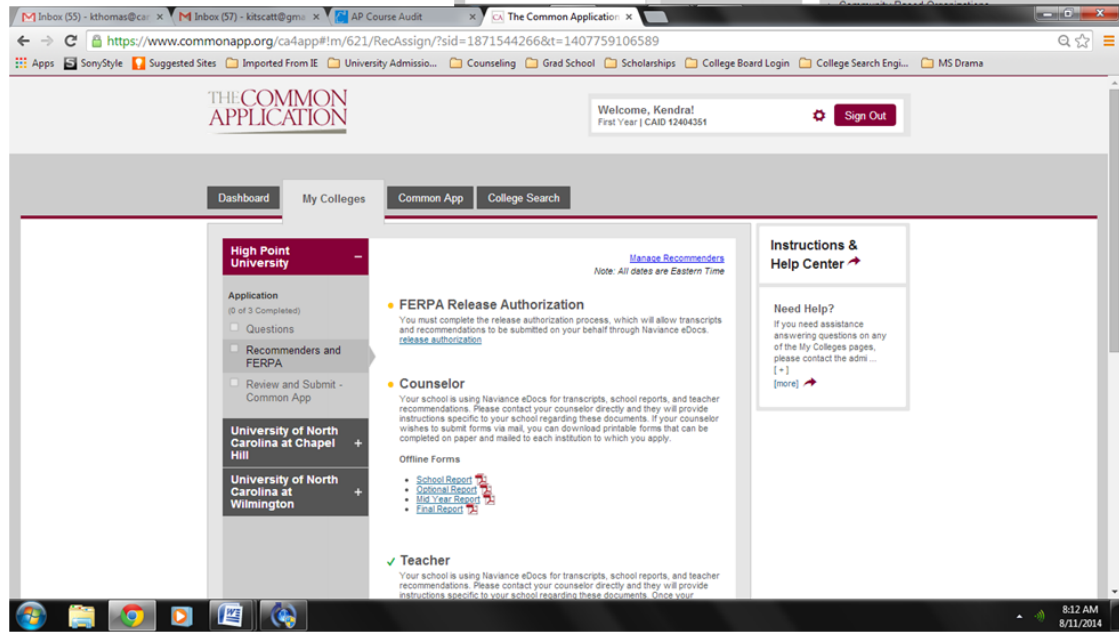


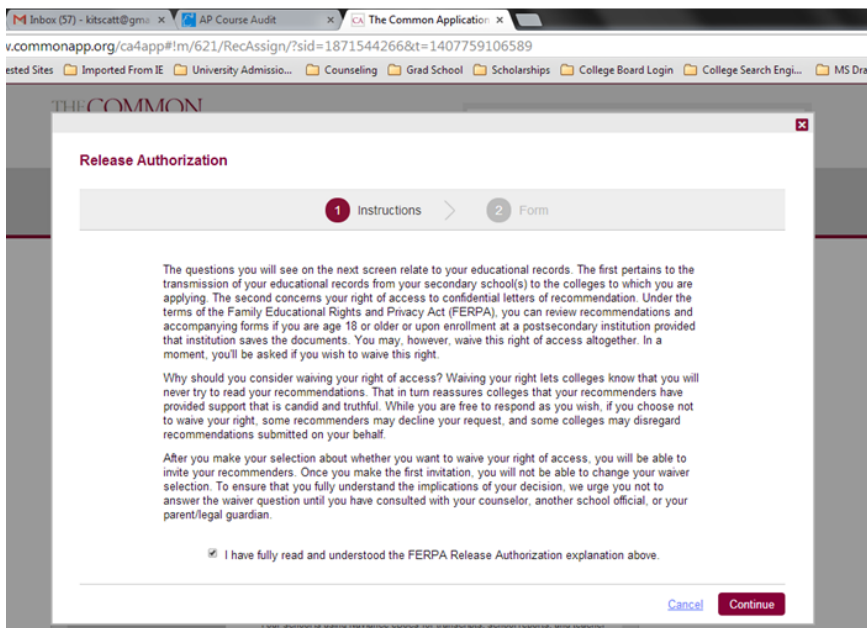
7. You can come back and do the entire profile later. For now, click on “Education” in the left side column.

8. Fill in your school and counselor information and hit “Continue.” You can then skip back to the “My Colleges” tab.

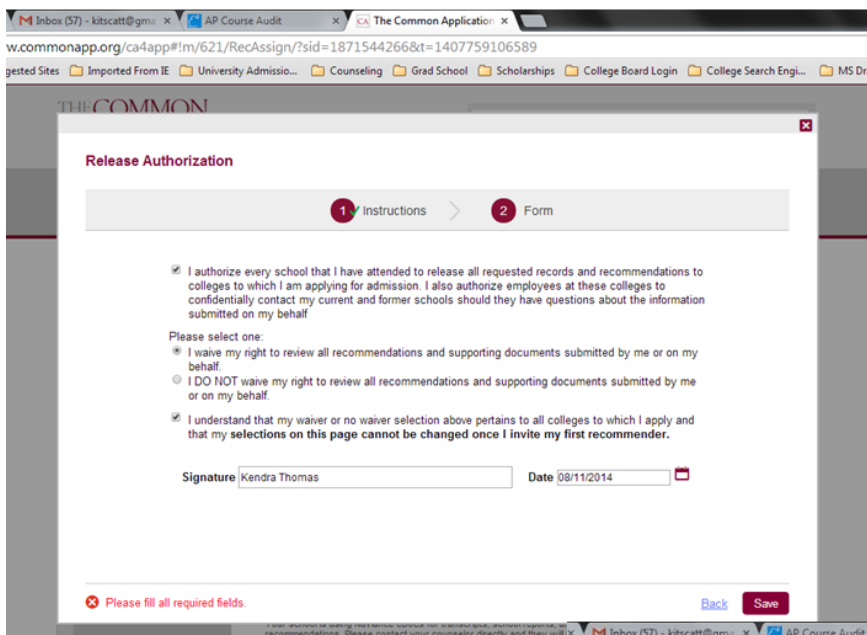


9. Click on the “Recommenders and FERPA” section under the first college on your list. You should only have to do this once. Click on “Release Authorization”



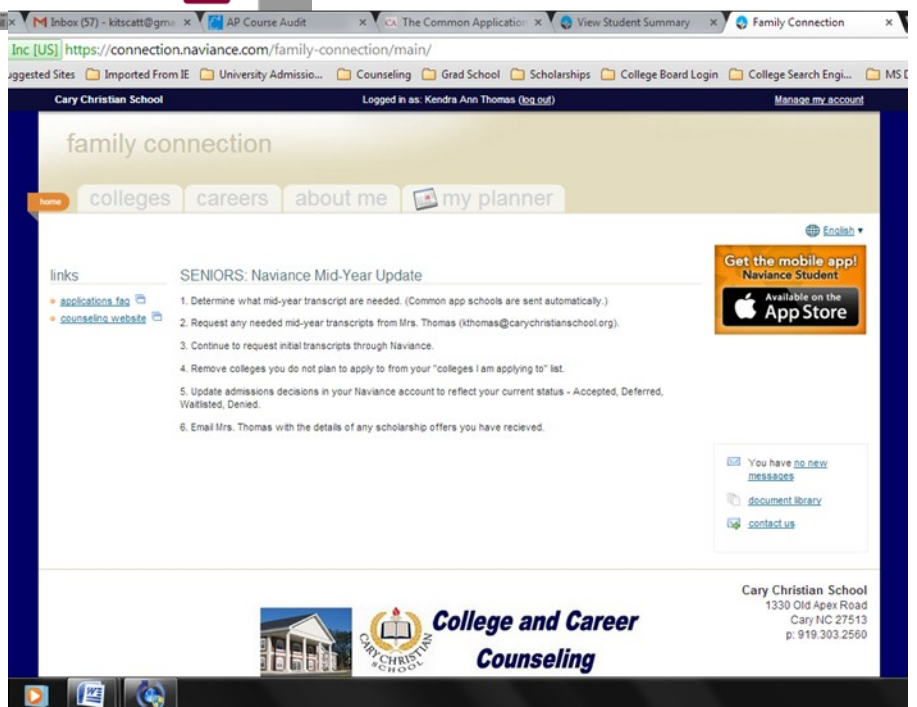


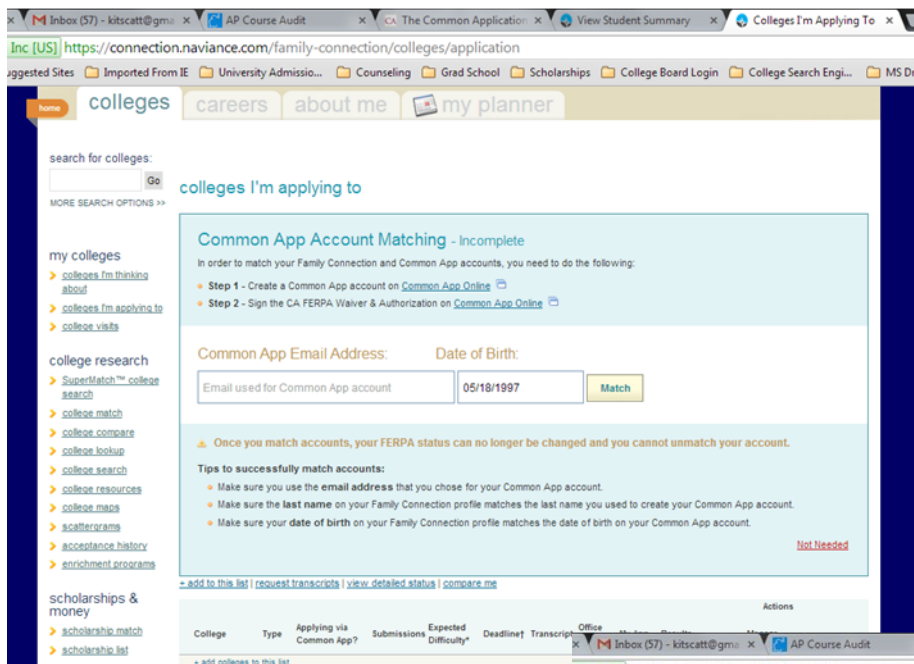
10. Click the appropriate boxes to give your school permission to release your records.



Note that on the second page of the release, you need to click the first, second, and fourth box before signing and dating the form. Hit “Save.”

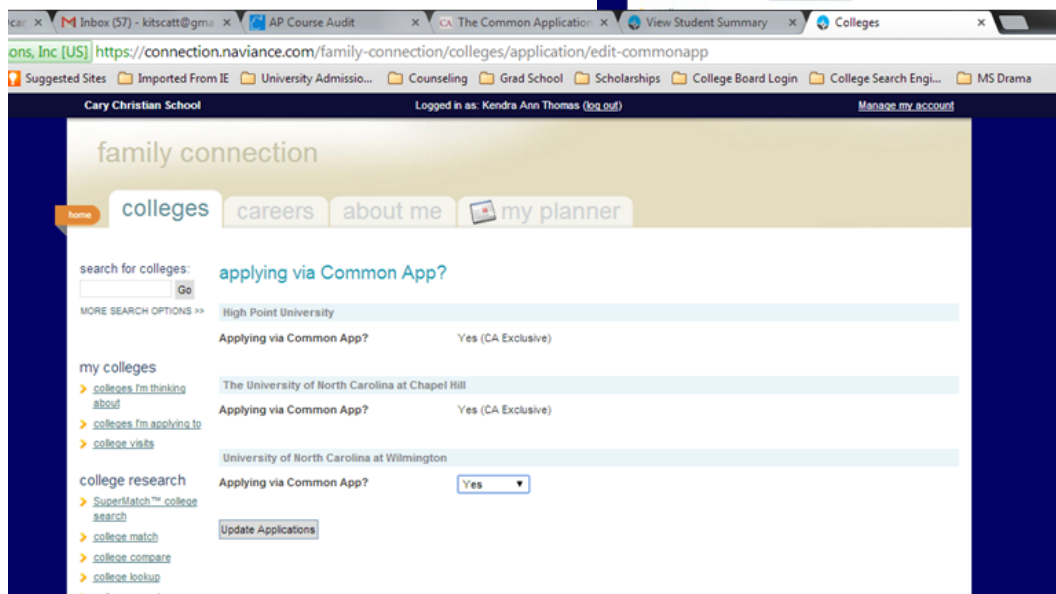
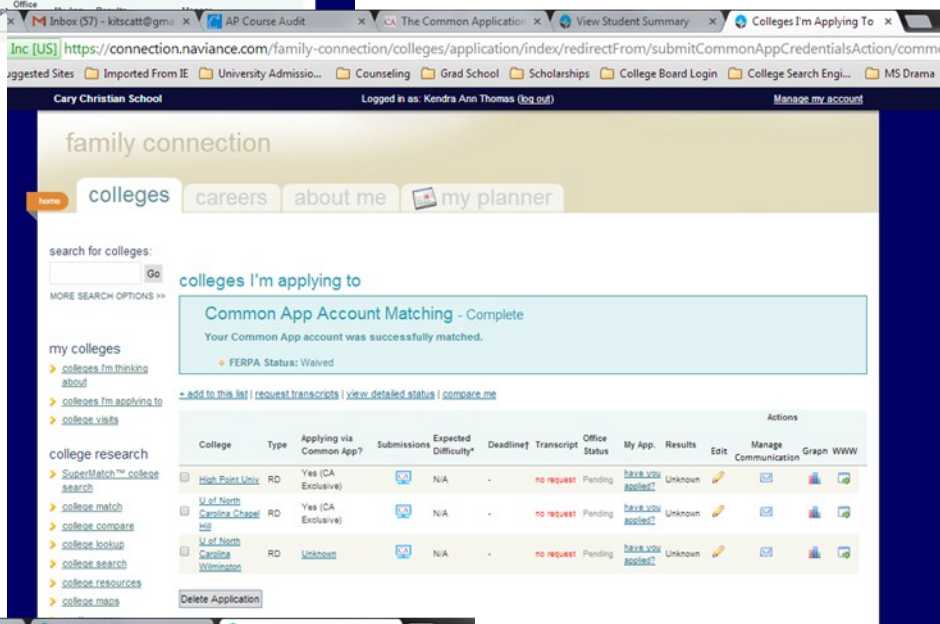
11. After completing the FERPA waiver, log in to Naviance: <https://connection.naviance.com/carycs>.





12. Click on the “colleges” tab and go to “colleges I am applying to.” Type your Common App email address into the big blue box and make sure your birthday is correct. Click “Match.”

13. Your Common App schools should not appear in your Naviance list if they are not there already. Now, you need to click on any “Unknown”s.



14. Change “Unknown” to “Yes” on your Common App schools and click “Update Applications”.

You’re done!!! Contact Mrs. Thomas if you have any problems.