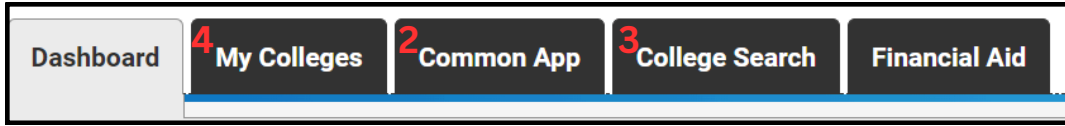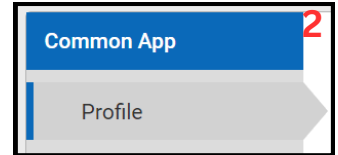# How to Connect Naviance to the Common App
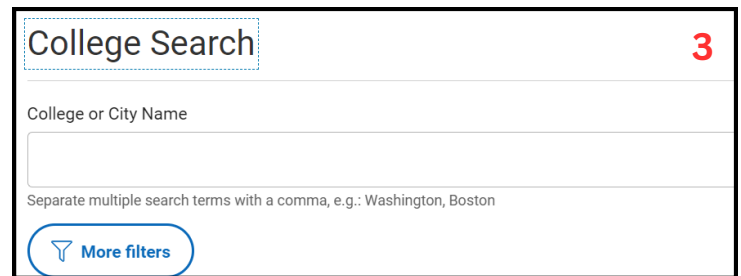
Part 1: Starting the Common App

1. Create your Common App account using a **personal email address.**

2. Select the **Common App** tab and fill out all required fields, starting with "Profile"

3. Add all of the colleges that you would like to apply to using the **College Search** tab.

4. Under the **My Colleges** tab, choose the first college on your list; on the sidebar, select **Recommenders and FERPA.**

    a. Click on the blue *Complete Release Authorization* button.

    b. Read the instructions and check the box that states "I have read and understood the FERPA Release Authorization explanation above." Then click *Continue*.
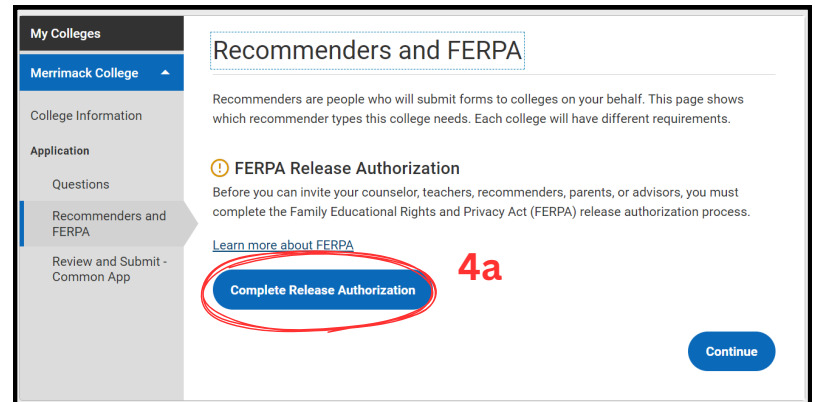
    c. Check the box acknowledging that PHS may release records and recommendations to colleges you are applying to.

    d. Select "I waive my right to review all recommendations and supporting documents."

    e. Check the box indicating this waiver will apply to all colleges you are applying to; then enter your *FULL NAME and the date*, and click **Save and Close**.

NOTE: Once you do the above, this CANNOT be changed and the "Recommenders and FERPA" will be checked off for all schools on your list.

Part 2: Connecting Naviance to Your Common App

1. Go to https://student.naviance.com/pelhamhs (Tip: Bookmark this for easy access!)

    a. Select **"Student,"** and then click **"Continue with Single-Sign On"** to log in using your Pelham account.

2. Under the **Colleges** tab, select **Colleges I'm Applying To**
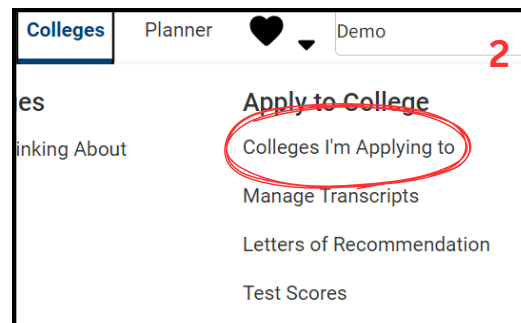
3. Click on the red button labeled **Match Accounts**. This will bring you to the Common App login page.

4. Enter your email and password. Remember, this should not be your Pelham email address!
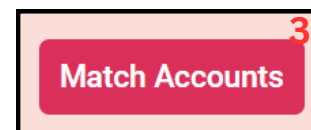
5. Check the box stating you agree to let Naviance access your Common App account, then click **Connect and Continue**.

    You will be redirected back to Naviance, and your counselor will now be able to see schools you are applying to that use the Common App.

NOTE 1: Any colleges that you are applying to that do not participate in the Common App will need to be added *manually* in your Naviance account.

NOTE 2: If you make any changes to your Common App (removing or adding colleges) after you have matched your Common App to Naviance, let your counselor know!