

HOW TO CONNECT NAVIANCE TO THE COMMON APP

Complete the general portion of your Common App (everything under the COMMON APP tab).
Add all of the colleges to which you would like to apply under the COLLEGE SEARCH tab.

Complete the FERPA and Recommendations sections. To do so, go to the MY COLLEGES tab in the Common App and click on the first college listed under your MY COLLEGES tab. Then, under APPLICATION, click on RECOMMENDERS and FERPA.

Click on COMPLETE RELEASE AUTHORIZATION, then click on the box I HAVE READ AND UNDERSTOOD THE FERPA RELEASE AUTHORIZATION and click CONTINUE. Click the Box I ACKNOWLEDGE THAT EVERY SCHOOL....., and then click on I WAIVE MY RIGHT TO REVIEW ALL RECOMMENDATIONS AND SUPPORTING DOCUMENTS.

Next, click on I UNDERSTAND THAT MY WAIVER OR NO WAIVER SELECTION ABOVE PERTAINS TO ALL COLLEGES TO WHICH I APPLY..... and type your full name and select today's date.

Click on SAVE AND CLOSE.

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

HEADING 2: THE PROCESS TO MATCH OR CONNECT NAVIANCE TO YOUR COMMON APP

- 1) Log onto your Naviance account.
- 2) Click on COLLEGES I'M APPLYING TO.
- 3) Click on MATCH ACCOUNTS.
- 4) Enter your Common App Email address and click on MATCH ACCOUNTS.
- 5) That's it. You have connected your Naviance and Common App Accounts!

You should see the list of colleges that are listed on your Common App appear on your list of colleges you are applying to in Naviance.

- 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: Any colleges you add to your Common App account AFTER you have matched your Common App to Naviance will need to be added manually to Naviance.

HEADING 2: WHAT CONNECTING NAVIANCE AND COMMON APP ALLOWS

Matching, or connecting, your Common App to your Naviance account allows two things.

First, it let's your Naviance account know that you have signed your FERPA, which gives permission to your high school to send your information, such as your transcript and letters of recommendation(s), to the colleges that you are applying to, and waives your right to seeing your letters of recommendation (you do both of these through the Common App – More on that later).

Second, once you have listed the colleges to which you want to apply in your Common App, and you then Match your Common App account to Naviance, it will automatically bring over that list of colleges into Naviance under the tab “Colleges I’m Applying To”. This means that you won’t have to search for them within Naviance and list them individually – saving a lot of work and time!