

Getting Started with



SchoolLinks

College Application Manager

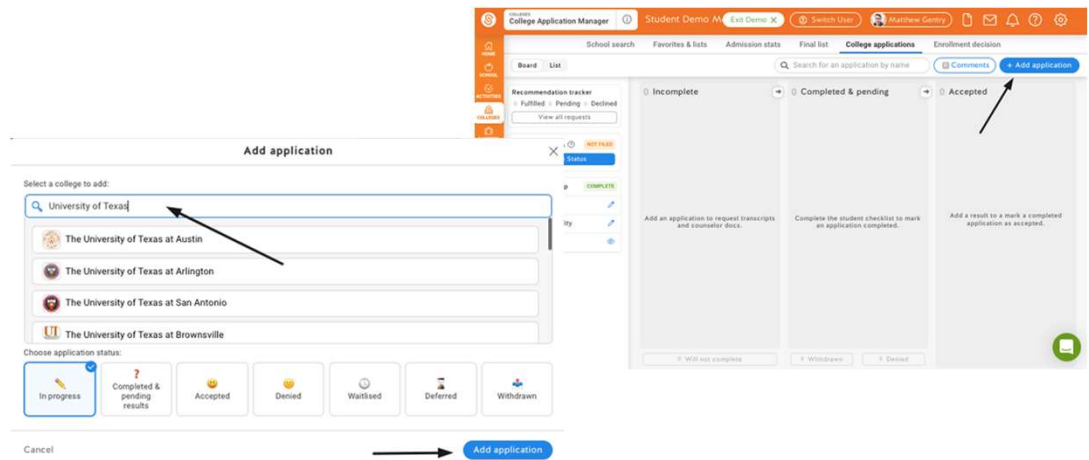
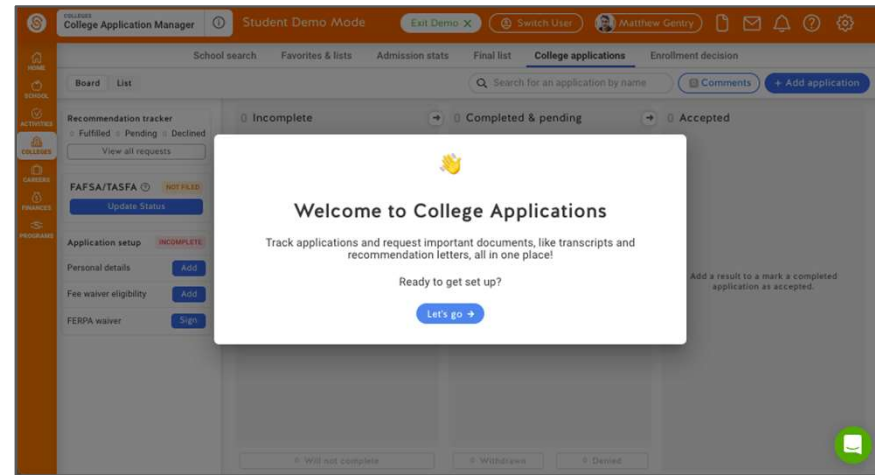
Getting Started

1. Navigate to the College Application Manager by clicking on **Colleges** → **College Applications**

2. Complete the **Application Set Up**: -
-Fee Waiver Eligibility
-FERPA Waiver

3. Start tracking your first application by clicking **+Add Application**.
Search for the school and then click **Add Application**

Tip: If you have schools added to your Final List in SchoolLinks you can select from this list to start an application



Application Details

1. After adding an application, fill in your application details.
2. Select an Application Method and Application Type/Deadline.
3. Select any optional student requirements needed. Required materials will be automatically selected.
4. Save your application.

Note: Application details can be edited at any time. Once you click Save, this will automatically request required counselor documents for the application

The screenshot shows the 'Application Details' page for the University of Illinois at Urbana-Champaign. At the top, there are navigation links for 'Admissions', 'Application Info', and 'Financial Aid'. The application status is 'In Progress' with a pencil icon for editing and a 'Comments' button. A message states: 'We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.'

Application Method

- common app
- School-specific online app
- COALITION FOR COLLEGE

Application Type

- Priority Nov 1
- Regular Decision Jan 5

Application deadline
Select month and day

Doc Destination
This college is In-Network. We'll make sure your materials are sent electronically where they need to go.

Program Name (Optional)
Fill this in if you're applying to a program that requires a different application.
Program name

Student requirements
Select any of the following that apply to this application. You can always add or remove from the student checklist later if you change your mind.

Financial aid

- I will be submitting a school-specific Financial Aid Application to this institution.
- I will be completing the FAFSA form and will need to designate this institution to receive my information in the FAFSA portal.

Scores and performance

- I will be submitting test scores along with my application to this institution. Optional ⓘ
- I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution. Optional

Application Requirements

Student Checklist:

- Check the box once tasks are complete.

Teacher Recommendations:

- Request recommendations for the total # listed.

Counselor Documents:

- Any required documents will be automatically requested.
Reach out to your counselor if you need additional documents sent.

The screenshot displays the Rice University College Application Manager interface. At the top, the navigation bar includes "COLLEGES College Application Manager", "Student Demo", "Exit Demo X", "Switch User", and a user profile for "Matthew Gentry". The main header features the Rice University logo and navigation links for "Admissions", "Application Info", and "Financial Aid". The application status is shown as "In Progress" with a "Comments" button. Below this, a table lists application requirements:

Method	Type	Deadline	Destination
School-Specific Paper Application	Regular Decision	Jan 04	In Network

The interface is divided into three main sections:

- STUDENT CHECKLIST:** Includes "Submit Application" (with a checkbox and "Submit your application forms and any required essays.") and "Test Scores" (with a checkbox and "Rice will allow first-year and transfer student applicants to undergraduate degree-seeking programs for the 2021-2022 and 2022-2023 application cycles to submit SAT or ACT test scores, if they choose. Students who are unable to submit test scores or prefer not to submit test scores will be given full consideration in the admission selection process."). A "New Student Requirement" link is also present.
- TEACHER RECOMMENDATIONS:** Includes instructions to update the student profile and communicate with teachers. It states "2 Required" and provides "Instructions from college" regarding the purpose and requirements of teacher recommendations. Two "Add Recommender" buttons are shown, both marked as "Required".
- COUNSELOR DOCUMENTS:** Lists "Transcript" and "Counselor Recommendation", both marked as "Added 07/31/2022 as preset". A "Request Counselor Document" link is available at the bottom.

Connecting with Common App

1. First, link your Common App account by clicking the button on the College Applications page. You can also [watch this video](#) to see the process.
2. Login or create a new Common App account.
3. Check the box to share data back to SchoolLinks.
4. Add your first college to “My Colleges” and complete the FERPA waiver.
5. Use these steps to keep track of what is completed on SchoolLinks and Common App. →

The screenshot displays the 'ONE TIME SETUP' interface for connecting SchoolLinks and Common App. The interface is divided into two main sections: 'ONE TIME SETUP' and 'ONGOING TRACKING'. The 'ONE TIME SETUP' section includes steps 1 through 6, with step 1 highlighted in green. The 'ONGOING TRACKING' section includes steps 7 through 12, with steps 7, 9, 10, 11, and 12 highlighted in green. A lightning bolt icon indicates that SchoolLinks automatically requests materials from counselors for steps 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12.

SchoolLinks **common app**

ONE TIME SETUP

- 1 Link Common App account
- 2 Login or create a new account
- 3 Check box to share data back to SchoolLinks
- 4 Add your first college to “My Colleges”
- 5 Add your high school & complete FERPA
- 6 Continue building your “My Colleges” list

⚡ SchoolLinks automatically requests materials from counselors (reports, evaluations, fee waivers, etc) ⚡

- 7 Request teacher evaluations for each college
- 8 Complete your college applications
- 9 Track completion of application materials
Statuses are automatically synced to SchoolLinks
- 10 Track materials that need to be submitted outside Common App such as test scores
- 11 Input your college application results
- 12 Record college enrollment decision

⚡ SchoolLinks automatically requests your final report and transcript to send to your chosen college ⚡