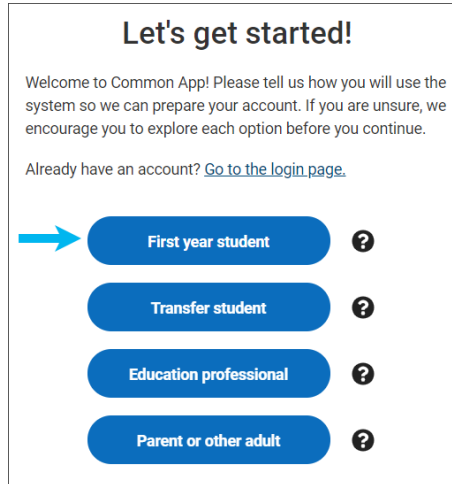


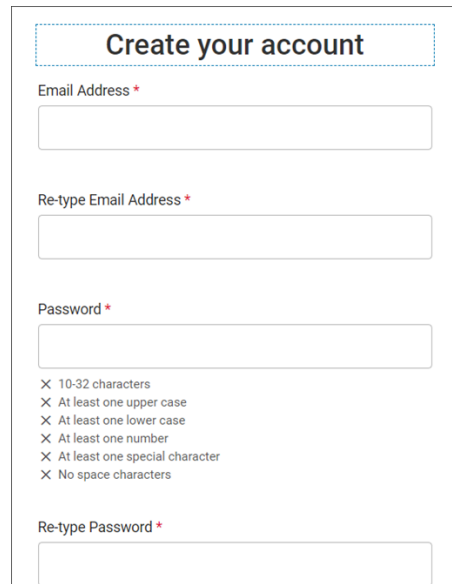
Common App Account Matching Quick Guide

Start this process on or after August 1.

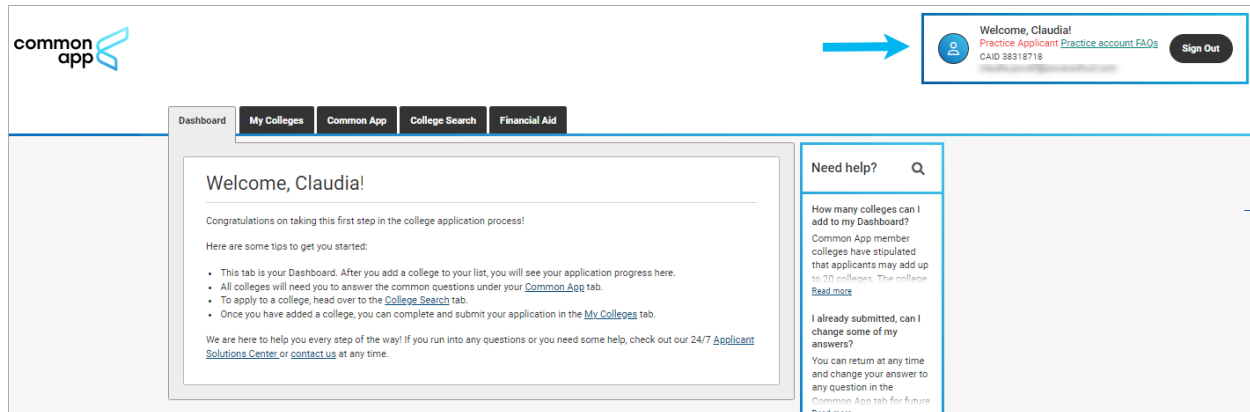
1. Go to www.commonapp.org, click **Create an account**, and then select **First year student**.



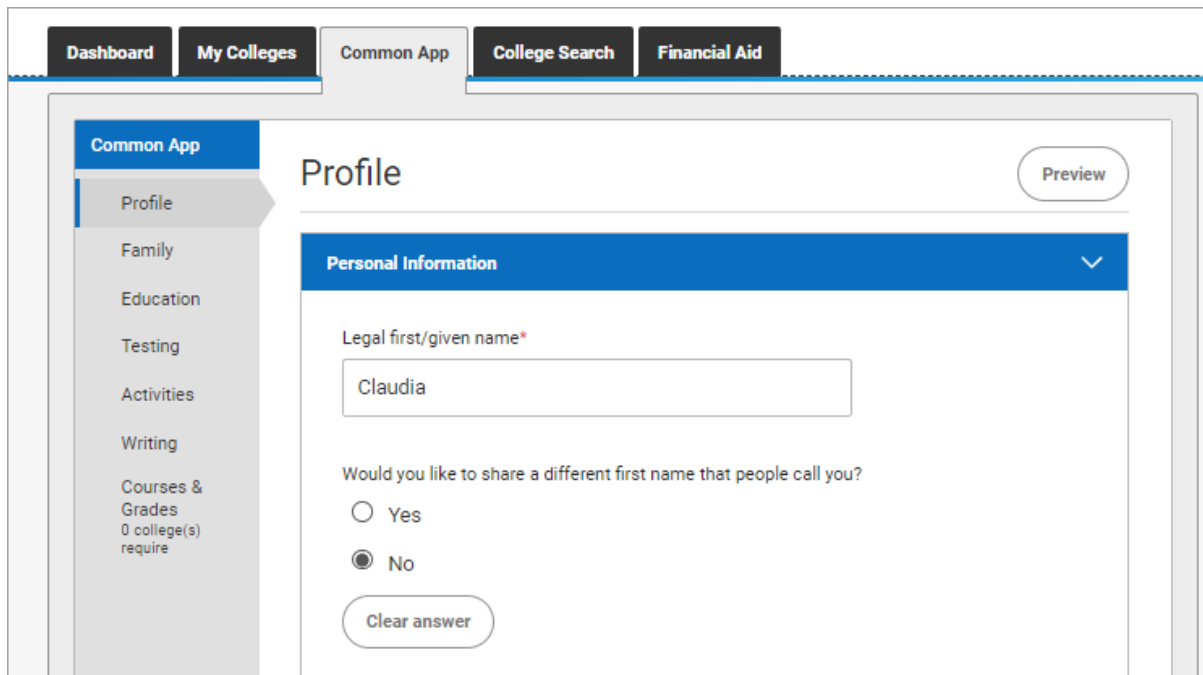
- Before you can match your Common App account in Naviance Student, you must set up your Common App account.
 - Students applying to college must create an account for a First-year student, even if their parents or guardians have already created an account for Parent or other adult.
2. Follow the prompts to set up your account credentials and create your account.



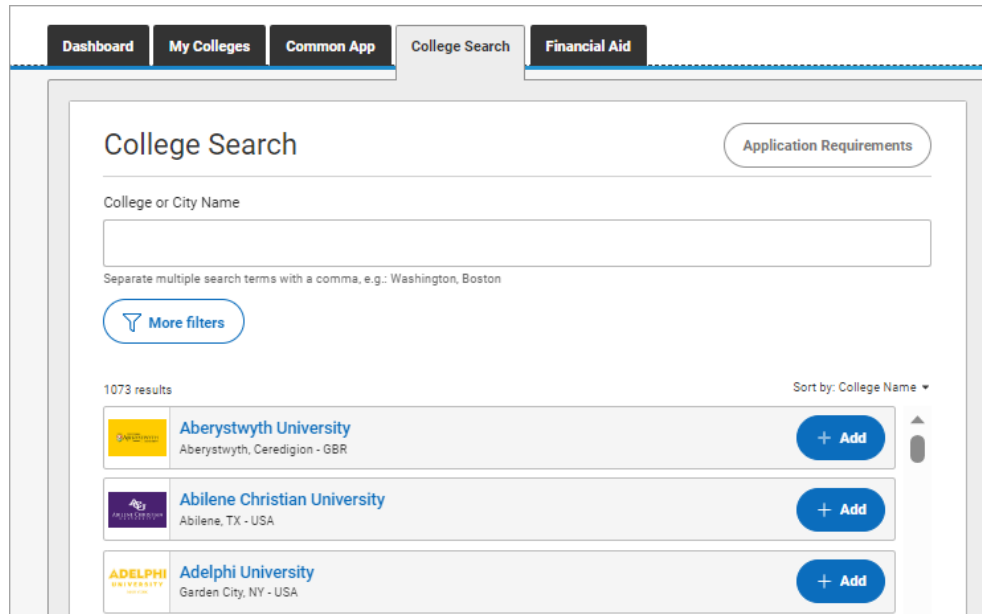
3. Review the dashboard. Your CAID number is at the top of the page.



4. Select **Common App** and enter information for all sections in the side navigation. Make sure you select the correct school's name in the Education section. Many high schools have similar names.

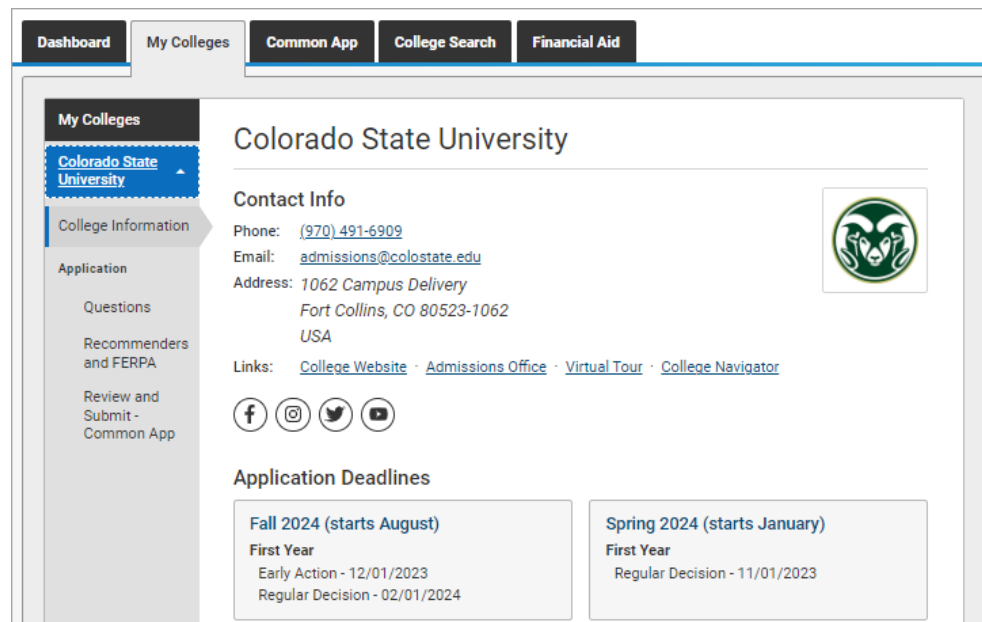


5. Select **College Search** and add at least one college. You cannot complete the FERPA release without having at least one college on your list.



The screenshot shows the 'College Search' tab selected in the top navigation bar. Below the navigation bar, there's a 'College Search' section with a search input field labeled 'College or City Name'. Below the input field, it says 'Separate multiple search terms with a comma, e.g.: Washington, Boston'. There's a 'More filters' button with a funnel icon. Below this, it shows '1073 results' and a 'Sort by: College Name' dropdown. Three colleges are listed: Aberystwyth University, Abilene Christian University, and Adelphi University. Each entry has a '+ Add' button.

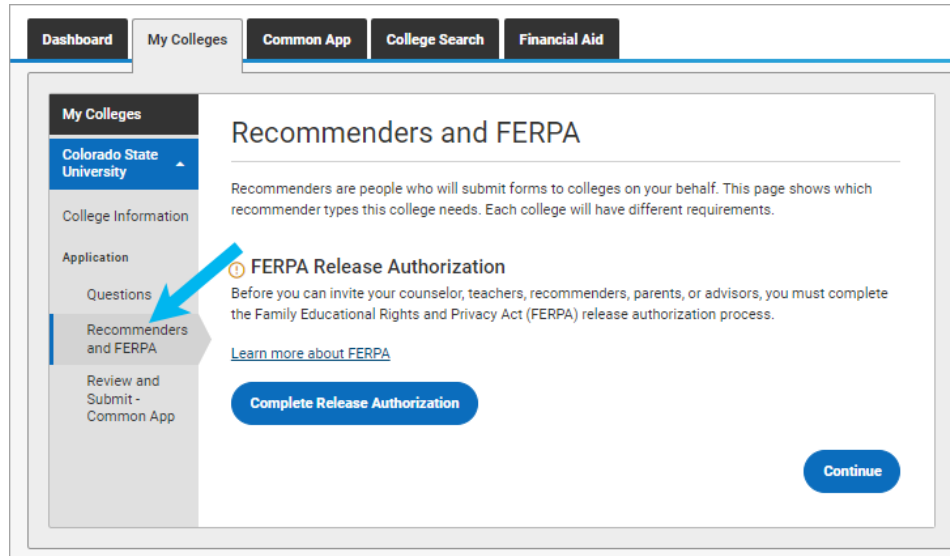
6. Select **My Colleges** to review the contact information, deadlines, and more for each college on your list.



The screenshot shows the 'My Colleges' tab selected in the top navigation bar. On the left, there's a sidebar with 'My Colleges' and 'Colorado State University' selected. Below that, there's a 'College Information' section with 'Application' selected. The main content area shows 'Colorado State University' with a 'Contact Info' section. The contact info includes Phone: (970) 491-6909, Email: admissions@colostate.edu, and Address: 1062 Campus Delivery, Fort Collins, CO 80523-1062, USA. There are also links to the College Website, Admissions Office, Virtual Tour, and College Navigator. Below the contact info, there are social media icons for Facebook, Instagram, Twitter, and YouTube. The 'Application Deadlines' section shows two columns: 'Fall 2024 (starts August)' and 'Spring 2024 (starts January)'. Each column has a 'First Year' section with 'Early Action' and 'Regular Decision' dates.

7. From Application on My Colleges:

- a. Select **Recommendors and FERPA** and complete the FERPA release authorization.



Dashboard **My Colleges** **Common App** **College Search** **Financial Aid**

My Colleges
Colorado State University
College Information
Application
Questions
Recommendors and FERPA
Review and Submit - Common App

Recommendors and FERPA

Recommendors are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

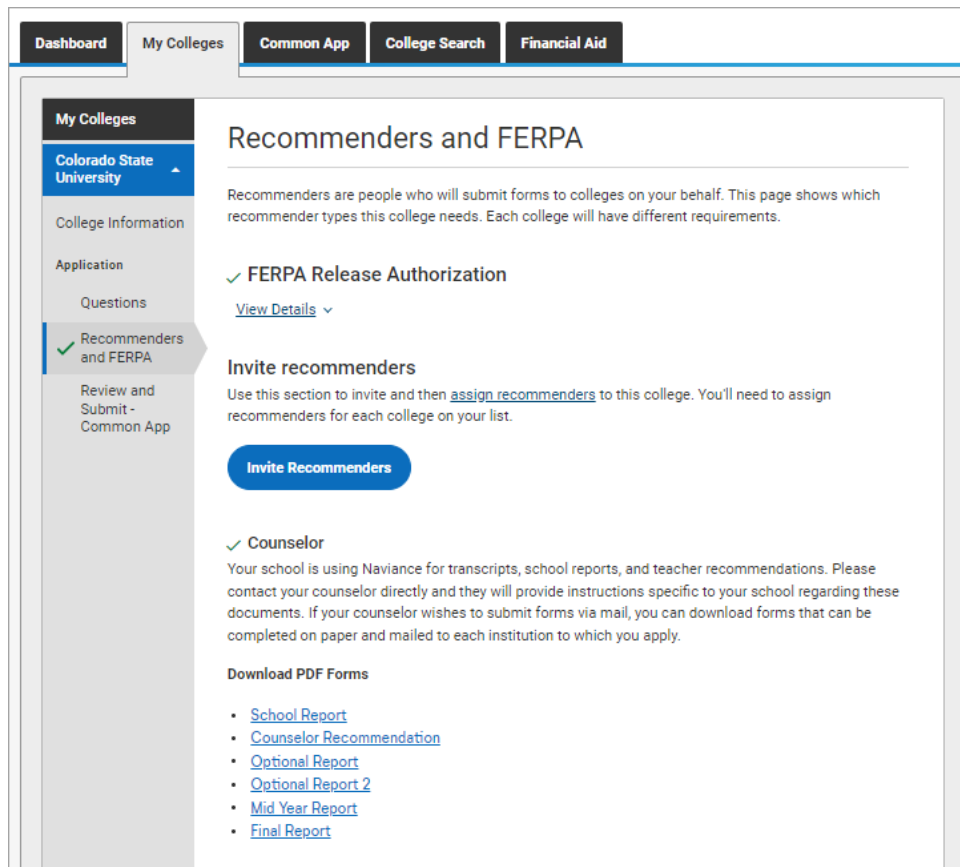
1 FERPA Release Authorization
Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

[Learn more about FERPA](#)

Complete Release Authorization

Continue

- b. Review the Recommendors and FERPA Information. You will invite counselors and teachers from Naviance Student. Download PDF forms from here if needed.



Dashboard **My Colleges** **Common App** **College Search** **Financial Aid**

My Colleges
Colorado State University
College Information
Application
Questions
Recommendors and FERPA
Review and Submit - Common App

Recommendors and FERPA

Recommendors are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

✓ **FERPA Release Authorization**
[View Details](#)

Invite recommenders
Use this section to invite and then [assign recommenders](#) to this college. You'll need to assign recommenders for each college on your list.

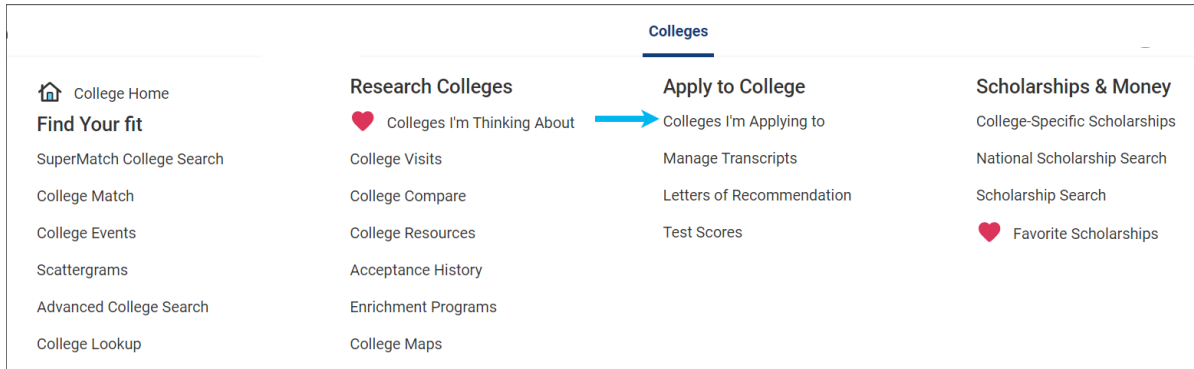
Invite Recommenders

✓ **Counselor**
Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply.

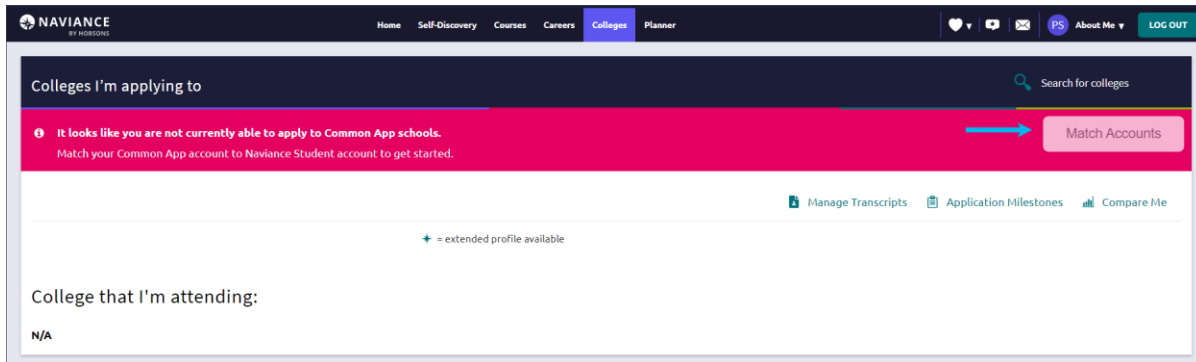
Download PDF Forms

- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [Optional Report 2](#)
- [Mid Year Report](#)
- [Final Report](#)

8. Log in to Naviance Student, select **Colleges** and choose **Colleges I'm Applying To**.



9. Click **Match Accounts**.



10. Sign in to your Common App account with the email and password you used to create your Common App account.

We know there is a lot of uncertainty surrounding the ongoing situation with the Coronavirus. The Common App team is here to support you, as always, 24/7/365, and you can reach us at recovery@commonapp.net.

Connect your Common App

First year student? Great! Enter your email and password below to sign in, or [create an account](#) to get started.

* Indicates required fields.

Email *

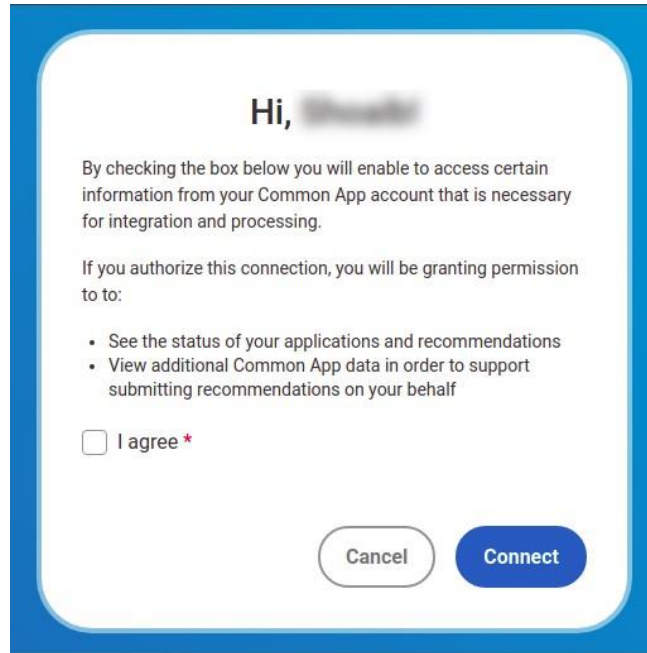
Password *

[Forgot password?](#)

Sign in

Need help?
[Visit the Applicant Solutions Center.](#)

11. Review the information, select I agree, and then click **Connect** to match your accounts.



- Colleges from your Common App account are automatically added to your Colleges I'm Applying To list in Naviance Student.
- Request transcripts for your Common App colleges according to your high school's instructions.

