

Onboarding for Guardians

For Claimed Accounts

Getting Started: To complete this process, you will need to be provided with a **Claim Code** by your student or their counselor to associate a student to your account. Learn how your student can find their guardian claim code in the [Find Your Guardian Claim Code](#) student article.

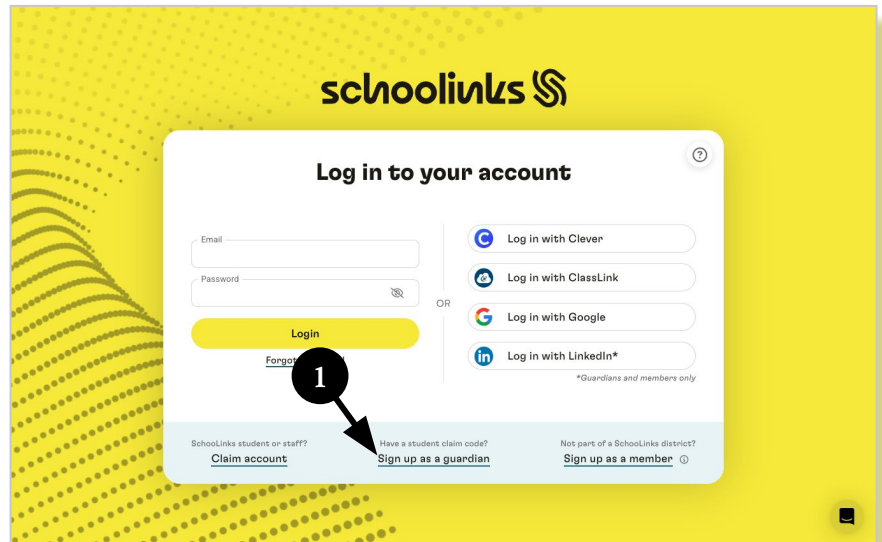
Visit app.schoolinks.com then follow the instructions for the option that applies to you:

1. Option 1

This is your first time logging into SchoolLinks and need to create an account

2. Option 2

You have already created an account but still need to claim your student.



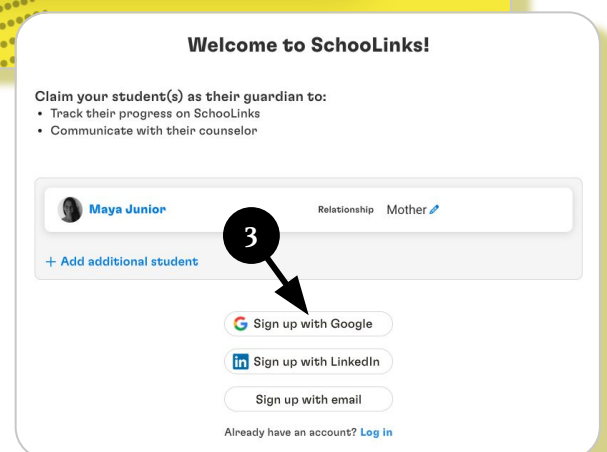
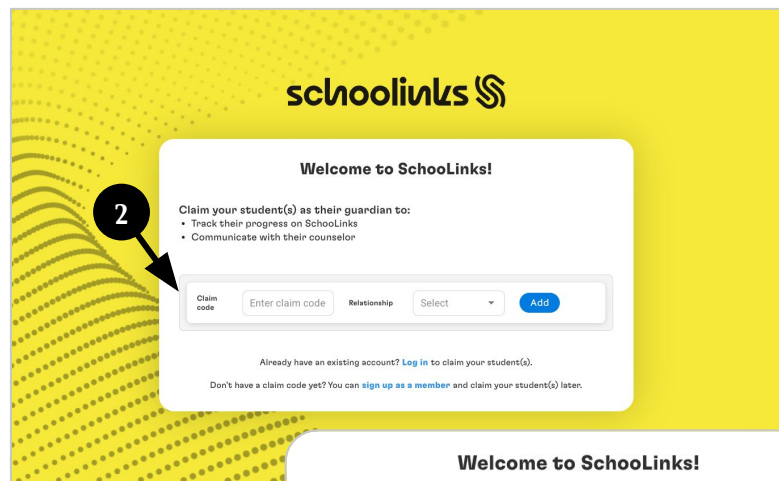
Option 1: This is your first time logging into SchoolLinks

1 Click [Sign up as a guardian](#) on the SchoolLinks login page

2 Enter your student's Claim Code and your relationship to the student then click [Add](#)

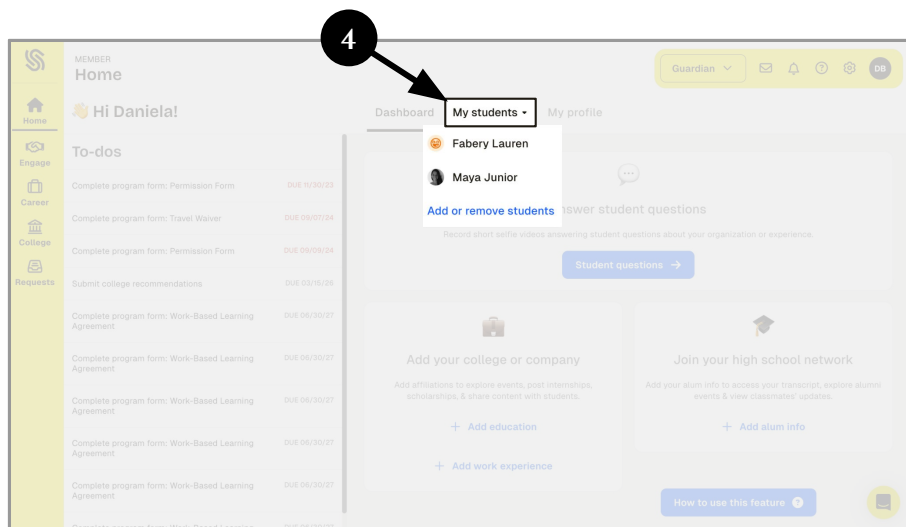
3 Confirm the student you are claiming then choose your sign up method:

- with Google
- with LinkedIn
- with Email



- 4 Upon signing up you will be redirected to your guardian dashboard. Click the **My Students** tab at the top to access your claimed student.

Click on the student's name to begin exploring their casefile!



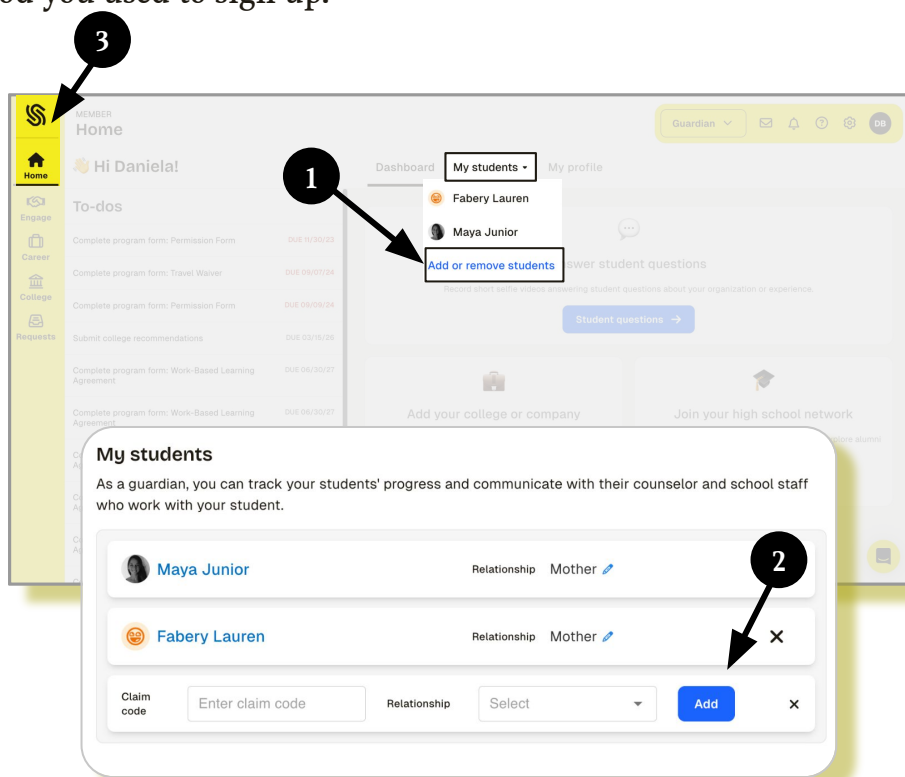
Option 2: You have already created an account

Log in to your account using your email and password or through Google or LinkedIn Single Sign-On, depending on the method you used to sign up.

- 1 Once logged in, click the **My Students** tab at the top of your guardian dashboard, then click **Add or Remove Students**

- 2 Enter the provided claim code and add your relationship to the student then click **Add**

- 3 Click the SchoolLinks Logo or Home icon to return to the dashboard, then click the student's name from the **My students** tab to begin exploring their casefile



Cómo empezar: Para completar este proceso, tu estudiante o su consejero deberán proporcionarte un Código de Reclamación para asociar al estudiante a tu cuenta. Aprende cómo tu estudiante puede encontrar su código de reclamación en el artículo [Buscar el Código de Reclamación del Tutor](#).

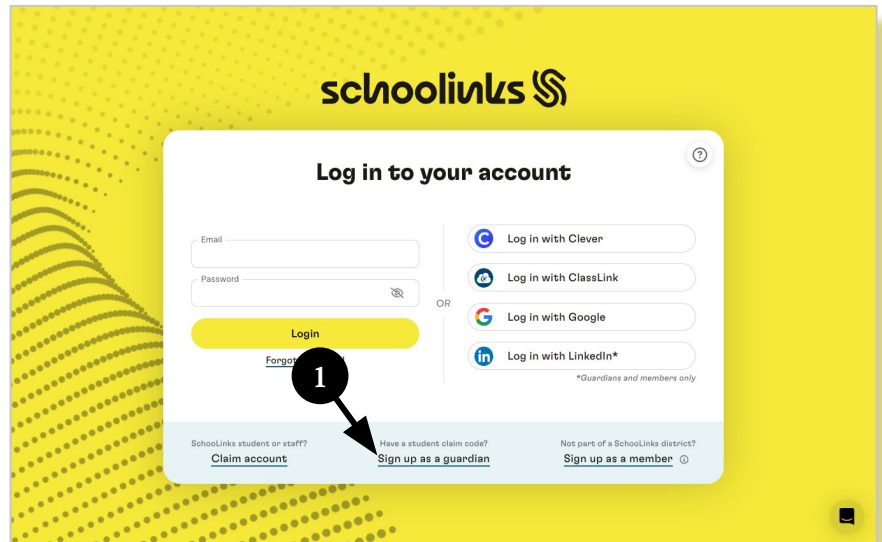
Visita app.schoolinks.com y sigue las instrucciones según la opción que te corresponda:

1. Opción 1

Es tu primera vez iniciando sesión en SchoolLinks y necesitas crear una cuenta.

2. Opción 2

Ya has creado una cuenta, pero aún necesitas reclamar a tu estudiante.



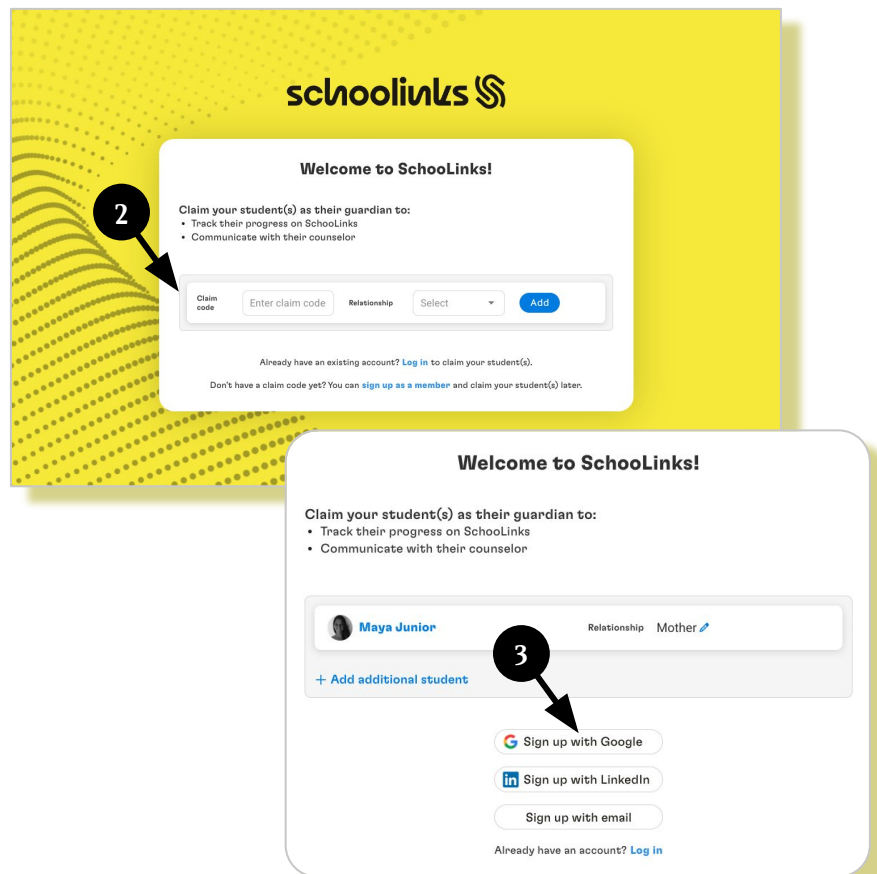
Opción 1: Es tu primera vez iniciando sesión en SchoolLinks

1 Haz clic en "Registrarse como tutor" en la página de inicio de sesión de SchoolLinks.

2 Ingresa el Código de Reclamación de tu estudiante y tu relación con el estudiante, luego haz clic en "Agregar"

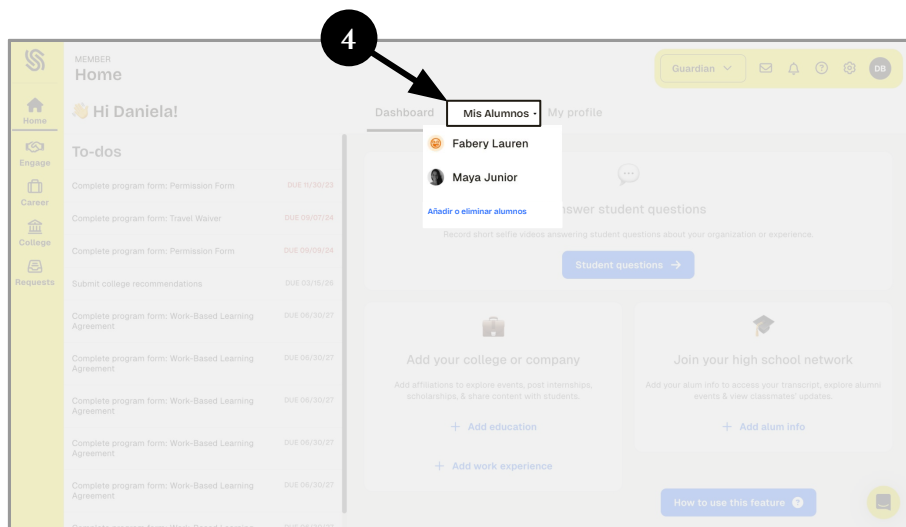
3 Confirma el estudiante que estás reclamando, luego elige tu método de registro:

- Con Google
- Con LinkedIn
- Con Email



- 4 Al registrarte, serás redirigido a tu tablero de tutor. Haz clic en la pestaña "Mis Alumnos" en la parte superior para acceder a tu estudiante reclamado.

Haz clic en el nombre del estudiante para comenzar a explorar su expediente.



Opción 2: Ya has creado una cuenta

Inicia sesión en tu cuenta con tu correo electrónico y contraseña o a través de Google o LinkedIn Single Sign-On, según el método que usaste para registrarte.

- 1 Una vez que hayas iniciado sesión, haz clic en la pestaña "Mis Alumnos" en la parte superior de tu tablero de tutor, luego haz clic en "Añadir o Eliminar Alumnos"

- 3 Ingresa el código de reclamación proporcionado y agrega tu relación con el estudiante, luego haz clic en "Añadir"

- 3 Haz clic en el logo de SchooLinks para regresar al tablero, luego haz clic en el nombre del estudiante en la pestaña "Mis Alumnos" para comenzar a explorar su expediente.



Obtén más información



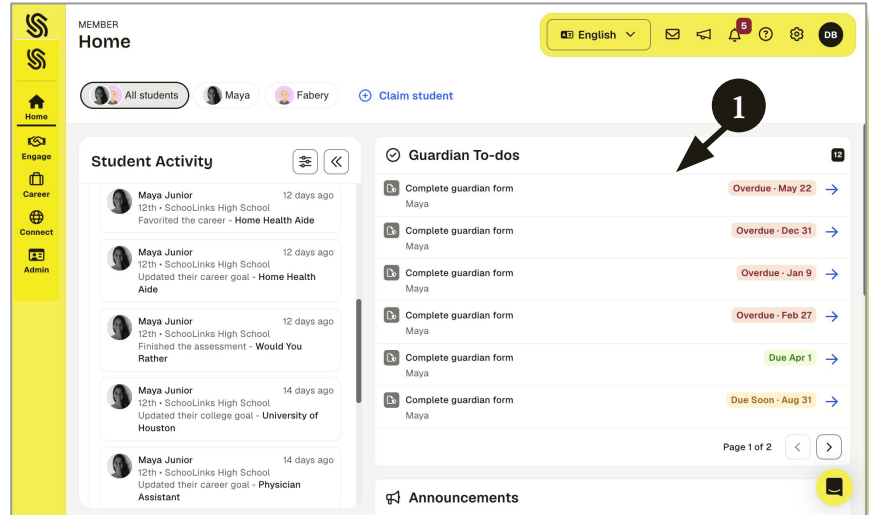
[Artículo "Descripción general de la cuenta de tutor"](#)

This one pager will showcase the main features within SchoolLinks that you can use as a guardian. Need help accessing your account, learn more [👉 Access your Account.](#)

1 When you first login, you will see your Guardian Dashboard. It is separated into:

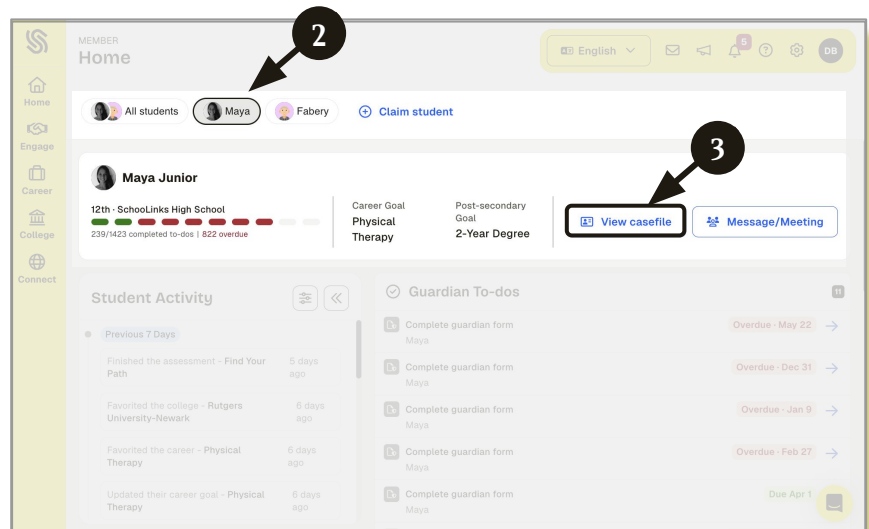
- Student Recent Activity
- Guardian To-Dos
- Announcements
- Upcoming Events

**Clicking on a to-do item will take you directly to that feature within SchoolLinks*

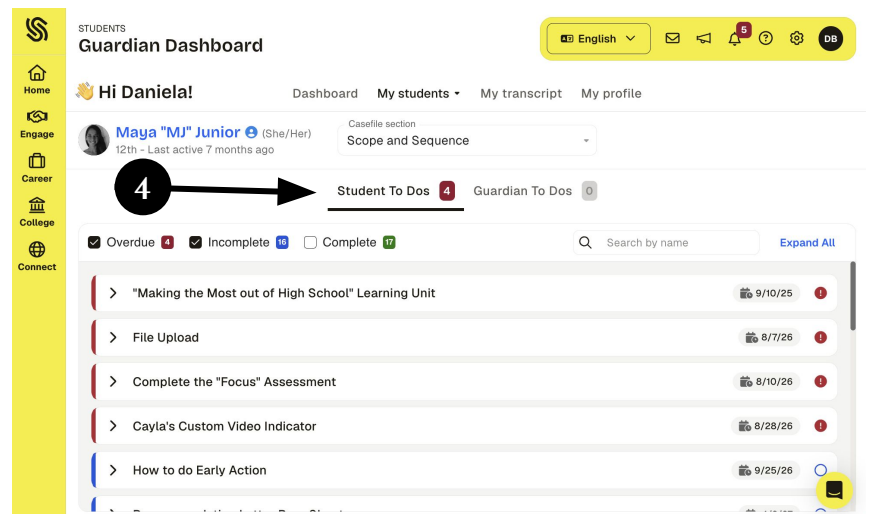


2 You will see all of your students on the top of your dashboard. Click a specific student to see more detailed information about that student.

3 Click View casefile to open your students casefile and see all information in SchoolLinks.



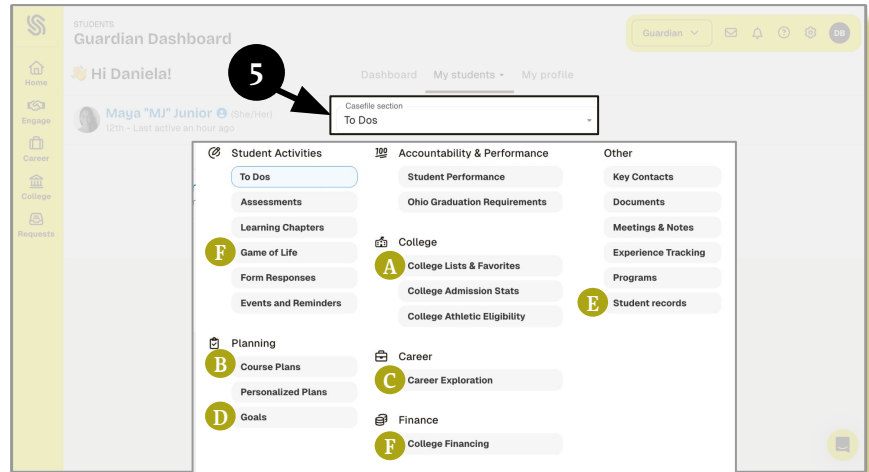
4 On the default screen you can view your assigned to-dos for that student as well as your student's assigned tasks.



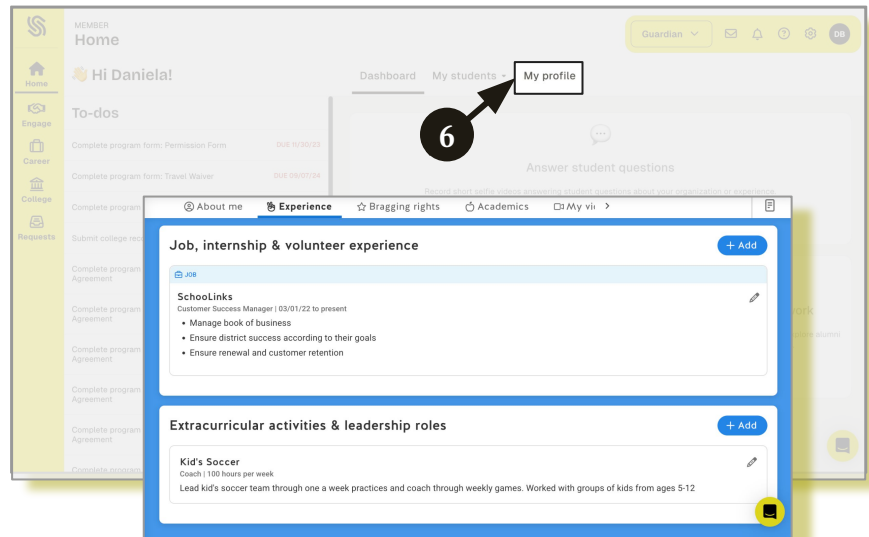
5 You can view more about what your student is doing in SchoolLinks by selecting the Casefile section drop down.

Areas to explore:

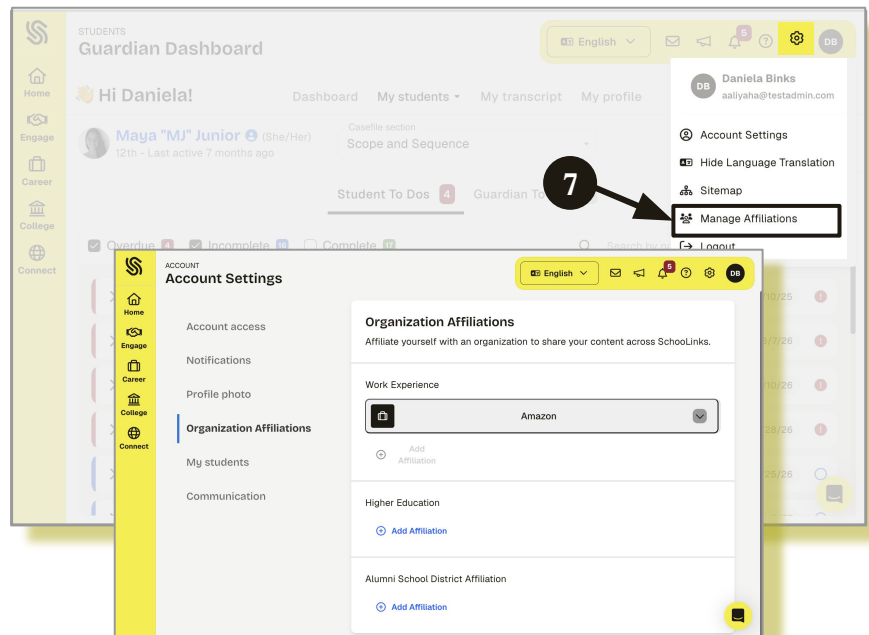
- A. Create a College List for your student
- B. Review student's Course Plans
- C. View student's career interests
- D. See your student's future Goals
- E. View and request student transcripts
- F. Help your student plan for their financial future with our Game of Life and College Financing tools



6 Access our interactive resume builder by selecting My Profile on your center navigation panel.



7 Click on your settings wheel and Manage Affiliations to update your employer profile to be able to connect with your student's district as an industry/college partner.



Helpful Articles

- [Overview of Account Features](#)
- [Recommend Schools for College Applications](#)
- [How to Register for Events](#)
- [View Student Course Plans*](#)
- [View Student College Athletic Eligibility*](#)
- [Overview of Your Student's Personalized Plan*](#)

Descripción General de SchoolLinks

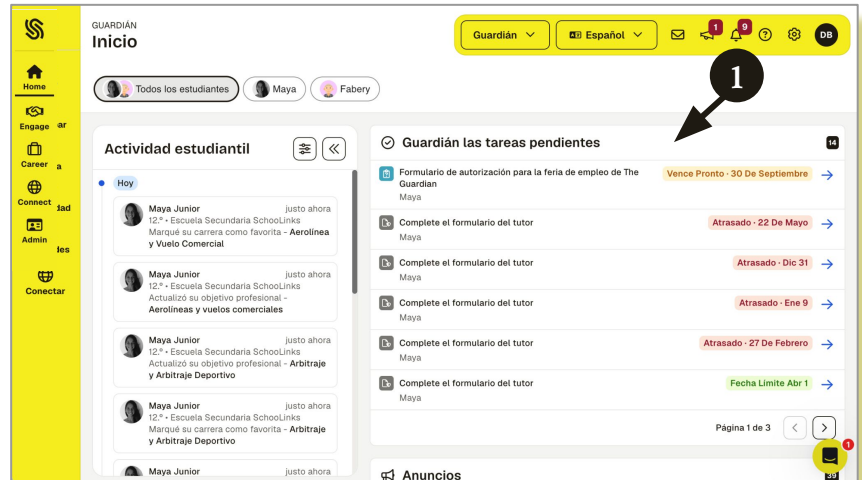
[Guía de los tutores y padres]

Esta página le mostrará las principales funciones de SchoolLinks que puede usar como tutor. Accederá a su cuenta de SchoolLinks a través de Infinite Campus.

1 Cuando inicie sesión por primera vez, verá su Panel de control de Guardian. Está dividido en:

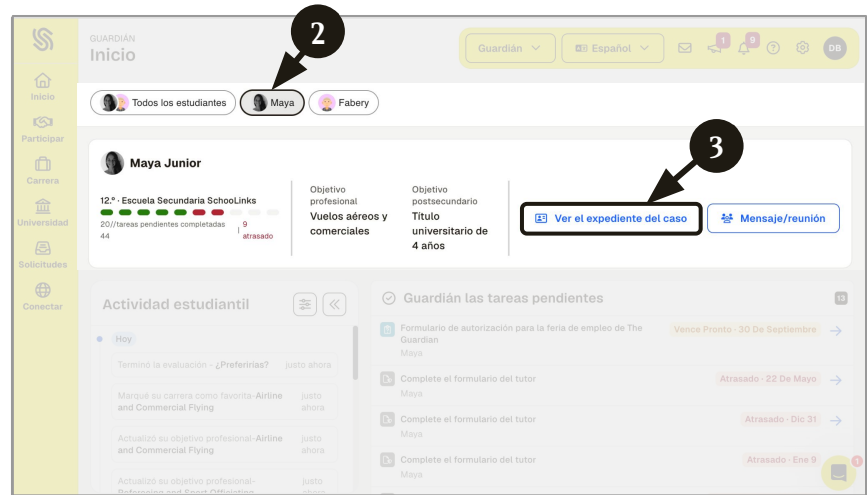
- Actividad reciente del estudiante
- Tareas pendientes del Guardian
- Anuncios
- Próximos eventos

**Al hacer clic en una tarea pendiente, accederá directamente a esa función dentro de SchoolLinks.*



2 Verás a todos tus alumnos en la parte superior de tu panel de control. Haz clic en un alumno específico para ver información más detallada sobre él.

3 Haz clic en "Ver expediente" para abrir el expediente de tu alumno y ver toda la información en SchoolLinks.



4 En la pantalla predeterminada, puede ver las tareas pendientes que le ha asignado a ese estudiante, así como las tareas que le han sido asignadas a dicho estudiante.



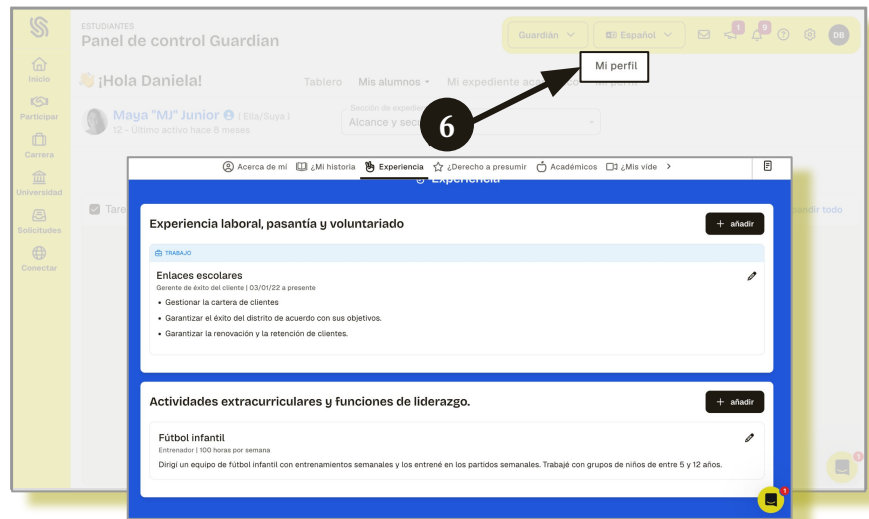
5 Puedes ver más información sobre lo que hace tu estudiante en SchoolLinks seleccionando el menú desplegable de la sección Expediente.

Áreas para explorar:

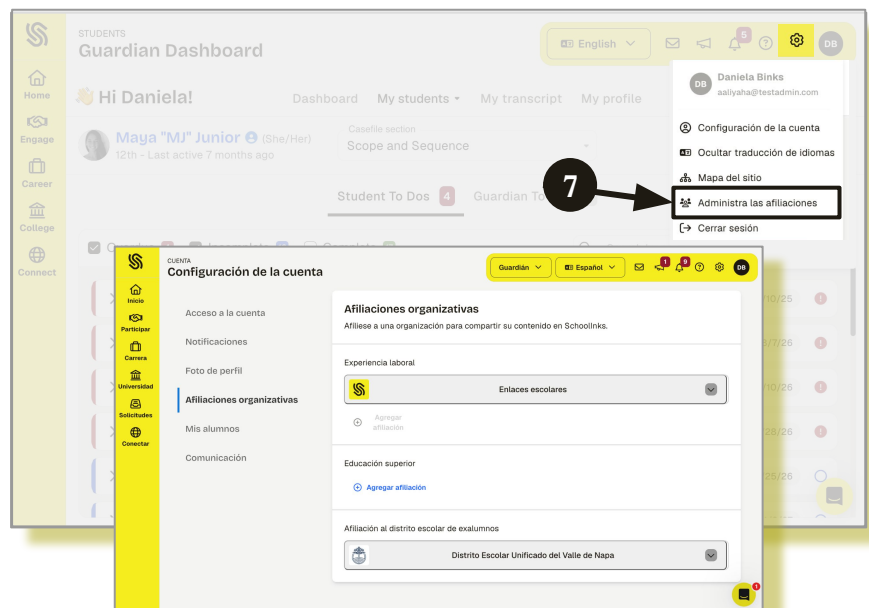
- Crea una lista de universidades para su estudiante
- Revisar los planes de cursos de los estudiantes
- Ver los intereses profesionales del estudiante
- Descubre los objetivos futuros de tu estudiante
- Consulta y solicita los expedientes académicos de los estudiantes
- Ayude a su estudiante a planificar su futuro financiero con nuestras herramientas de Juego de la Vida y Financiamiento Universitario



6 Acceda a nuestro creador de currículums interactivo seleccionando Mi perfil en el panel de navegación central.



7 Haz clic en el icono de configuración y Administra las afiliaciones para actualizar tu perfil de empleador y poder conectarte con el distrito de tu estudiante como socio industrial/universitario.



Artículos Útiles

- [Descripción general de las características de la cuenta](#)
- [Recomendar escuelas para solicitudes de ingreso a la universidad](#)
- [Cómo registrarse para los eventos](#)

- [Ver planes de estudio para estudiantes*](#)
- [Ver la elegibilidad atlética de los estudiantes universitarios*](#)
- [Resumen del plan personalizado de su estudiante**](#)

* La disponibilidad varía según el distrito



Starting August 1st, you will be able to create your Common App account, if needed, and have access to the College Application Manager tab in SchooLinks. Follow the steps in this guide to set up your College Application Manager.

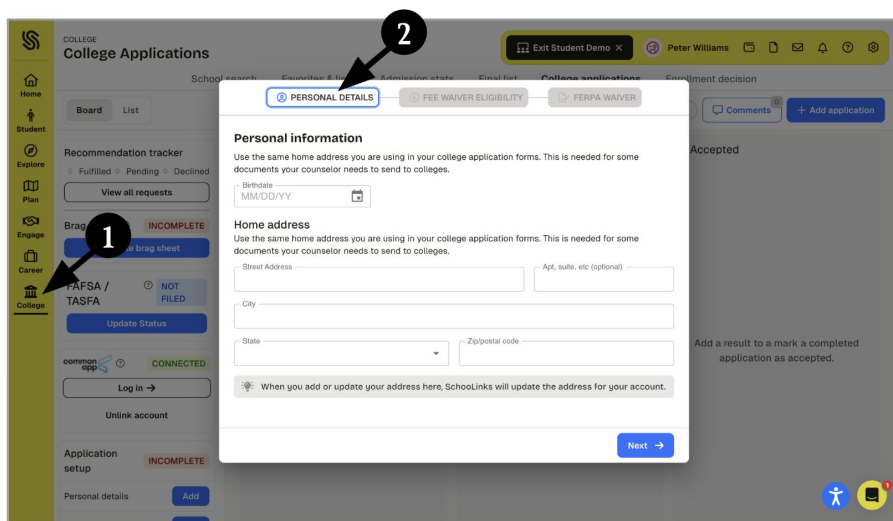
Set Up College Applications

Learn more  [Add a College Application and Request Application Documents](#)

Upon first accessing College Applications, students will be taken through a three-part setup process.

Part 1: Personal Details

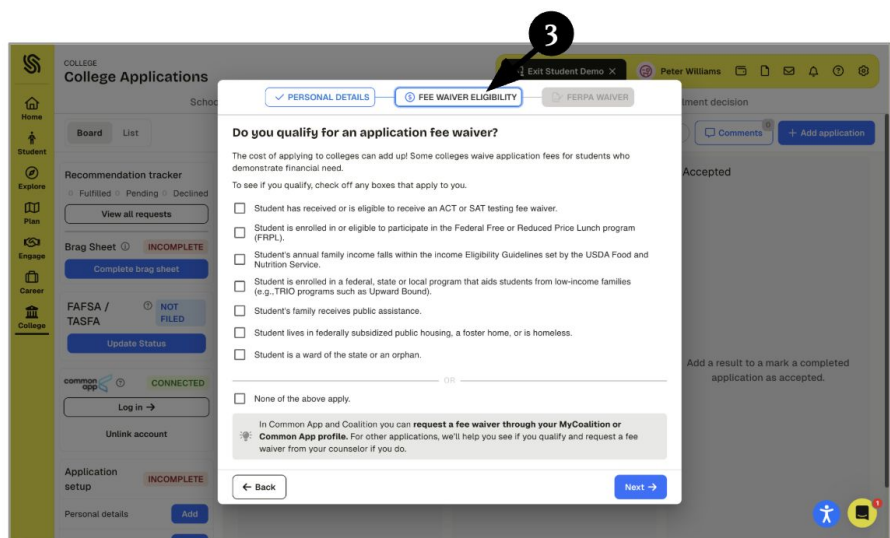
- 1 Select College Applications from the Colleges menu list
- 2 Enter birthdate and home address



The screenshot shows the 'College Applications' setup interface. On the left, a vertical menu has 'Colleges' highlighted with a circled '1'. The main area displays a 'PERSONAL DETAILS' form with fields for 'Birthdate' (MM/DD/YY), 'Home address' (Street Address, Apt, suite, etc. (optional), City, State, Zip/postal code), and a 'Next' button. A circled '2' points to the 'PERSONAL DETAILS' tab at the top of the form.

Part 2: Fee Waiver Eligibility

- 3 Check off whether or not they qualify for a fee waiver



The screenshot shows the 'FEE WAIVER ELIGIBILITY' form. A circled '3' points to the 'FEE WAIVER ELIGIBILITY' tab at the top. The form asks 'Do you qualify for an application fee waiver?' and lists several criteria with checkboxes: 'Student has received or is eligible to receive an ACT or SAT testing fee waiver.', 'Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FFRLP).', 'Student's annual family income falls within the income Eligibility Guidelines set by the USDA Food and Nutrition Service.', 'Student is enrolled in a federal, state or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).', 'Student's family receives public assistance.', 'Student lives in federally subsidized public housing, a foster home, or is homeless.', 'Student is a ward of the state or an orphan.', and 'None of the above apply.'. Below the list, it states: 'In Common App and Coalition you can request a fee waiver through your MyCoalition or Common App profile. For other applications, we'll help you see if you qualify and request a fee waiver from your counselor if you do.' There are 'Back' and 'Next' buttons at the bottom.



Part 3: FERPA Waiver

4 Complete the FERPA Waiver

**Note: You will complete a FERPA waiver in SchoolLinks to ensure SchoolLinks and the District is compliant with FERPA when sending teacher and counselor recommendations*

Linking your Common App to SchoolLinks

Learn more [Connect Your Common App Account](#)

After completing the College Application Manager setup, if you are applying to colleges via Common App, you will be able to link your Common App account to SchoolLinks.

1 Select Connect under the Common App section

2 Select the Link Common App Button

3 Log in to your Common App account and then come back to SchoolLinks and refresh your page



If you are sending applications via Common App, once you link your Common App account, the colleges you have in your Common App list will **automatically** populate in SchooLinks.

However, if you are also sending applications **outside** of Common App, you will need to **manually** add those applications to your SchooLinks College Application Manager list.

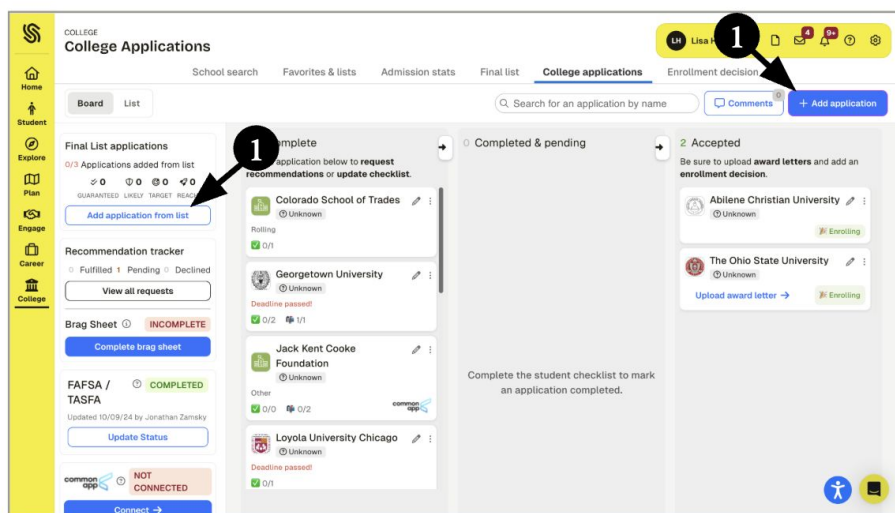
Adding Applications & Selecting Application Details

Learn more 🖱️ [Add an Application](#)

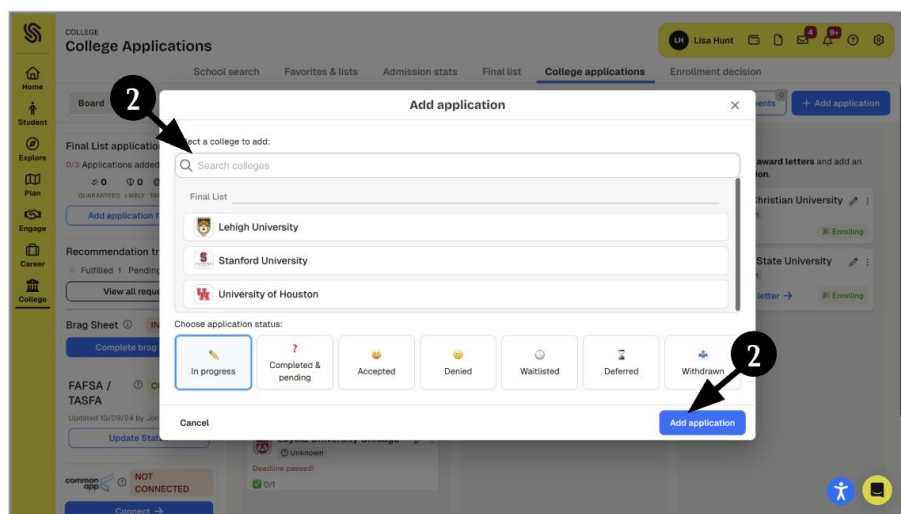
Add an Application

1 You can add an application via:

- Add application from list button
- + Add application button



2 Search and choose a college from the list and click the [Add Application](#) button



When adding the application, make sure to add it as “in progress”. Select the “completed & pending” option if you have already submitted your application.



To start tracking a college application in your College Application Manager, you need to set up the application add your student checklist items and add all the requirements. Requirements are things like test scores and letters of recommendation that you have to send to a college separate from your application.

Update the Application Details

Learn more [👉 Add an Application](#)

- 1 Once you have selected a school from the list, you will need to update the application details.

Remember to also update the Application Details for the applications that were automatically added by the Common App integration.

- 2 Click [Save Application](#)

Application Details Fields

- Application Method: How you will be submitting this application. Remember, if you plan on submitting an application with the Common App, you should set up your Common App in SchooLinks first.
- Application Type: Select your application deadline from the list (like Regular Decision or Early Action). Verified options will have the deadline filled in. For Unverified options, you'll have to find the application deadline on the college's website and enter it.
- Program Name (Optional): Only fill in this field if you're applying to a program that requires a different application.
- Student Requirements: Add items you will be working outside of SchooLinks regarding your application (FAFSA submission, test score submission via ACT or College Board, transcript submission if it's a self-reported school. This will allow you to have one place to track all of these items!
 - Financial Aid Requirements: Leave both options blank if you will NOT be submitting financial aid.
 - Scores and Performance Requirements: **Leave both options blank if you will NOT be submitting test scores as part of your application.**

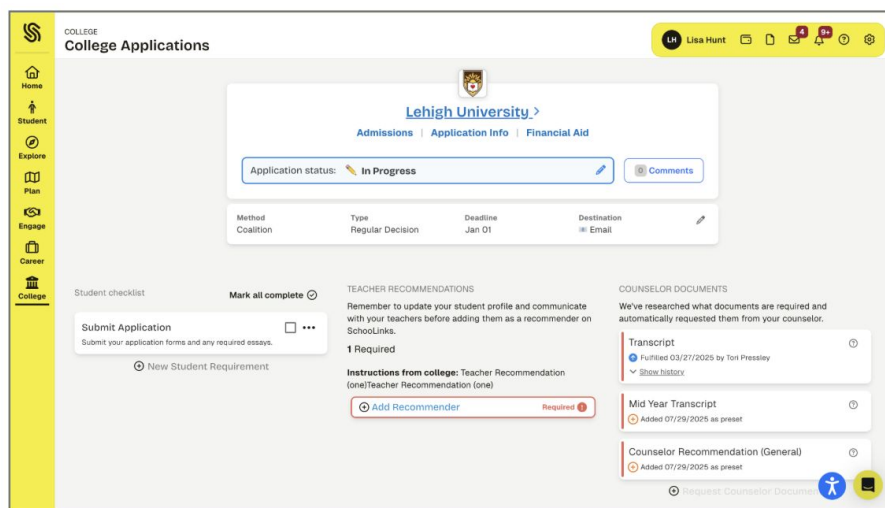


Application Requirements

Learn more  [Track Application Requirements](#)

Once you save an application, you can start tracking your application requirements and your counselor will be able to prepare application materials.

On the Application Details page, you will see all application documents including the Student Checklist, Teacher Recommendation requirements, and Counselor Documents.



The screenshot displays the 'College Applications' interface for Lehigh University. The top navigation bar includes 'Home', 'Student', 'Explore', 'Plan', 'Engage', 'Career', and 'College'. The main content area shows the application status as 'In Progress' with a 'Comments' button. Below this, there are tabs for 'Method Coalition', 'Type Regular Decision', 'Deadline Jan 01', and 'Destination Email'. The 'Student checklist' section includes a 'Submit Application' button and a 'Mark all complete' checkbox. The 'Teacher Recommendations' section shows '1 Required' and an 'Add Recommender' button. The 'Counselor Documents' section lists 'Transcript' (Fulfilled 03/27/2025 by Tori Pressley), 'Mid Year Transcript' (Added 07/29/2025 as preset), and 'Counselor Recommendation (General)' (Added 07/29/2025 as preset).

[Application Requirements Sections](#)

- **Student Checklist** - A list of the requirements that you are responsible for OUTSIDE of SchooLinks, like submitting the application, filling out FAFSA and sending test scores. Check the box once tasks are completed.
- **Teacher Recommendations** - The number of required & optional recommendations will be listed. You will click on Add Recommender to request a teacher recommendation.
- **Counselor Documents** - These are requirements that your counselor will submit on your behalf to the college, such as transcripts and recommendations. These documents are automatically requested when you set up an application in College Application Manager.

Application Status and Results

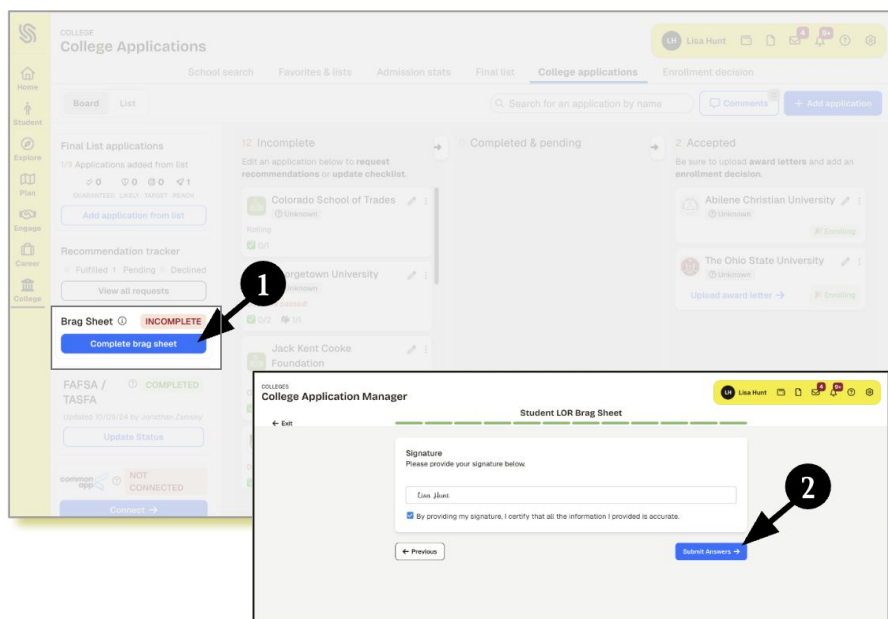
Learn more  [Add College Application Results](#)

- Once you have completed all of the items in your Student Checklist and submitted your application, be sure to change your Application Status to “Completed” in SchooLinks.
- When you receive a decision from the college, update your Application Result, based on the decision you received
- After you make an enrollment decision, remember to indicate where you will be enrolling on the Enrollment Decision tab of College Application Manager. Upon confirming enrollment, a request will be made to your counselor to send your final transcript after graduation.



Completing your Letter of Recommendation Brag Sheet

- 1 Click **Complete brag sheet** under the Recommendation tracker section
- 2 Complete the form and click **Submit**



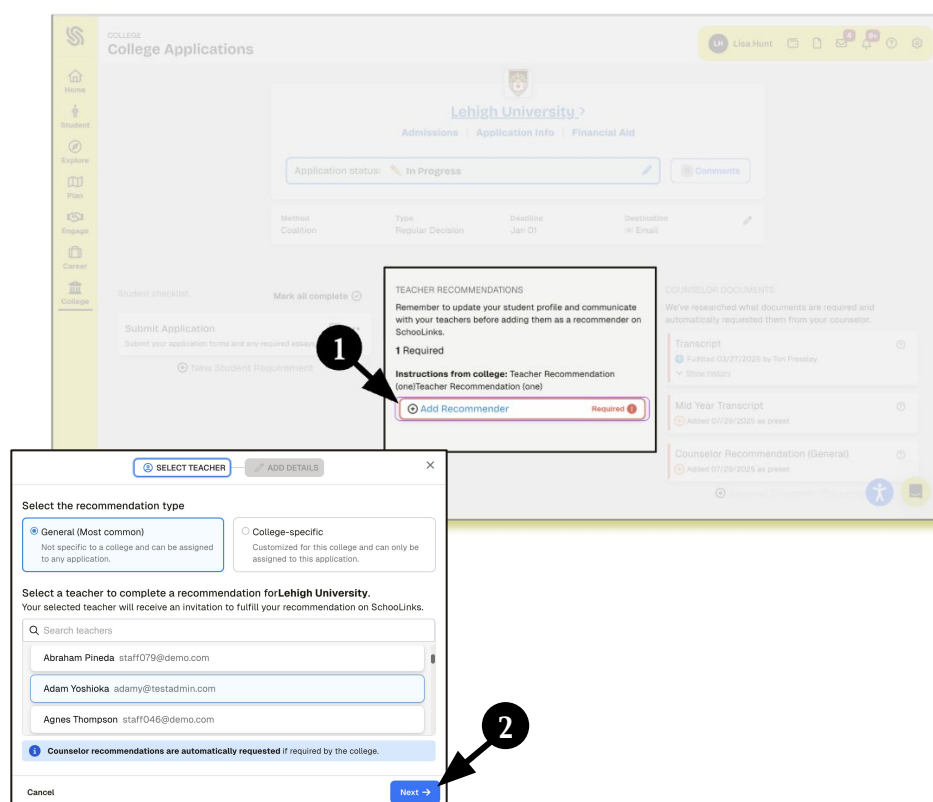
Requesting Letters of Recommendation

Learn more [Request and Track Teacher Recommendations](#)

When requesting letters of recommendation, be sure to ask your recommenders if they are willing to write a recommendation, prior to entering the request in SchooLinks. Let recommenders know they will receive an email with a link to fulfill the recommendation in SchooLinks. Be sure to send your recommenders a written thank you note.

To Request Letters of Recommendation:

- 1 Click **Add Recommender or Request Teacher Recommendation** under the Teacher Recommendation section
- 2 Find your teacher on the list and click Next, add a note if desired and lastly click on **Submit Request**





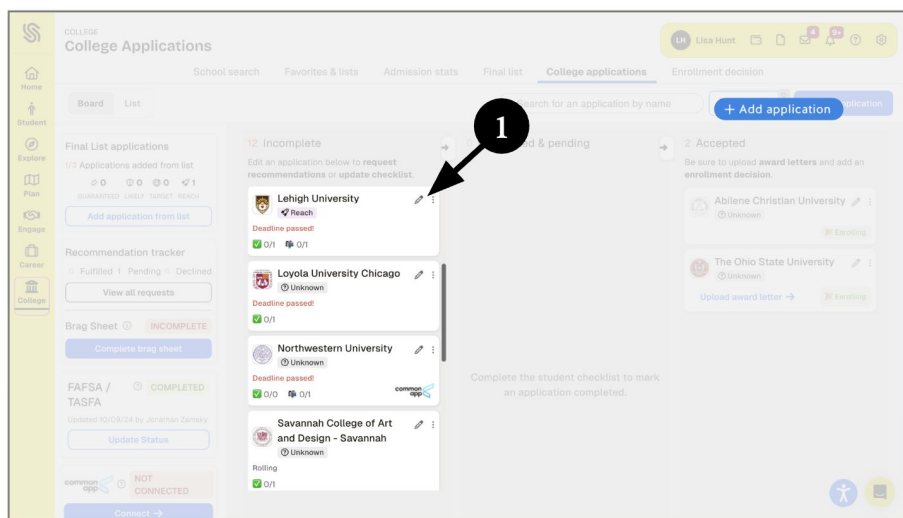
Other Notes on Recommendations

- You need to repeat the process of adding recommendations for **each** college
- **Counselors Recommendations** - automatically requested in SchooLinks Counselor recommendations are automatically requested if required by the college. The counselor will fulfill the required recommendation by the deadline established by the application type. Students can view the status of counselor recommendations under “Counselor Documents on the application detail page.
- **Outside Recommendations** - must be requested in Common App
 - For all **Common App applications**, request an outside recommendation by clicking “Invite Other Recommender” in Common App.

How to View College Application Transcript Requests

College application Transcript request are automatically requested once you add a college to your College Application List.

- 1 Review transcript requests for any added application via the **pencil icon** next to the college name



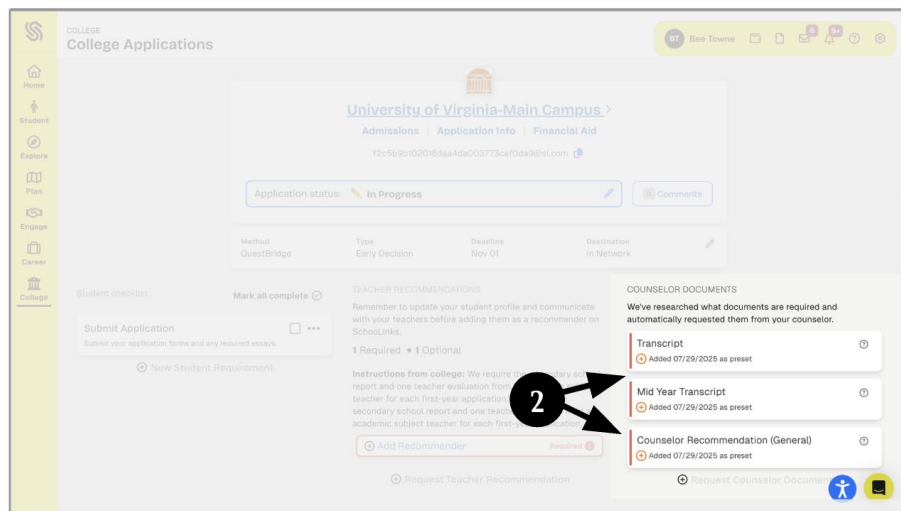
Initial & Midyear Transcripts: On the application details page, you will notice that any required counselor documents will be auto-requested. This includes both the initial and midyear transcripts. You do not have the ability to change the counselor requirements. Reach out to your counselor if there is something you would like added to the list



2

For Non-Common App applications, you will see a Transcript request.

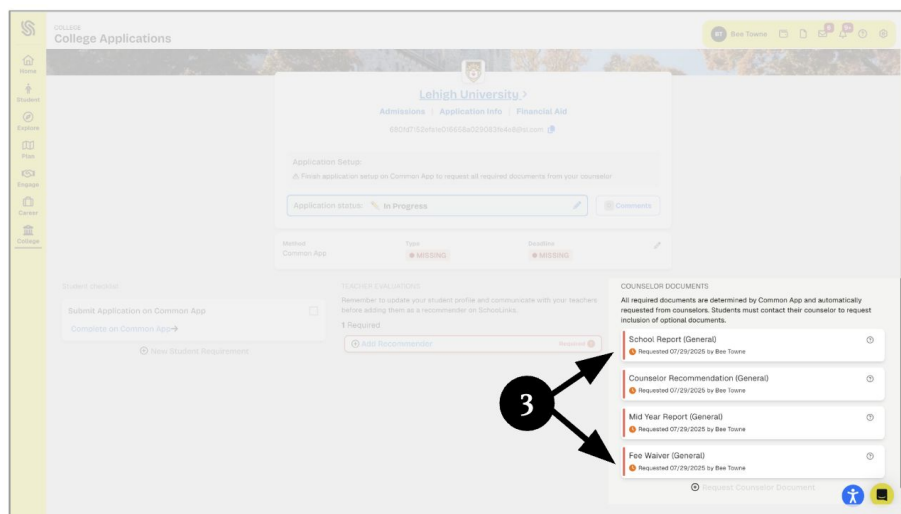
For schools that require it, you will also see a Mid Year Transcript request.



3

For Common App applications, you will see a School Report request which includes the Initial Transcript.

For schools that require it, you will also see a Mid Year Report request.



Status Icon Key:

 Requested

 Fulfilled

 Sent

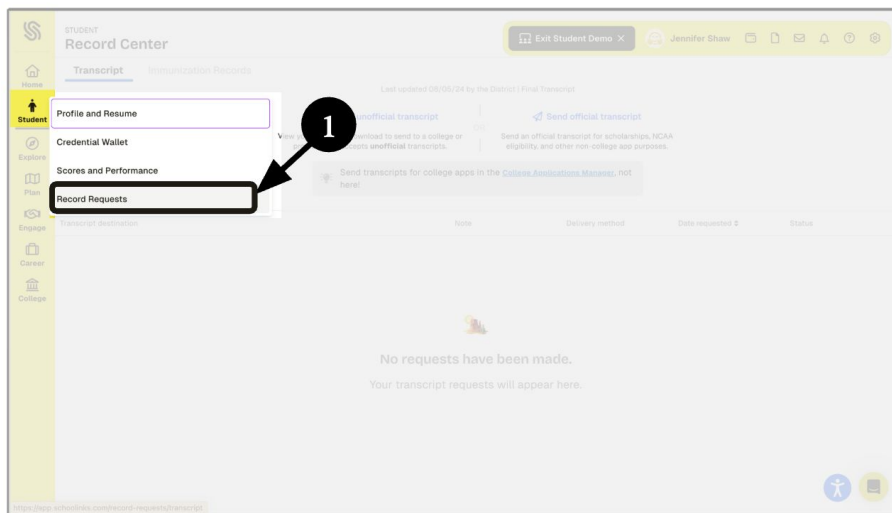
Final Transcripts: Final transcripts are auto-requested after indicating your enrollment decision in the Enrollment Decision tab at the top of the the college application manager.



How to Request Non-College Application Transcripts

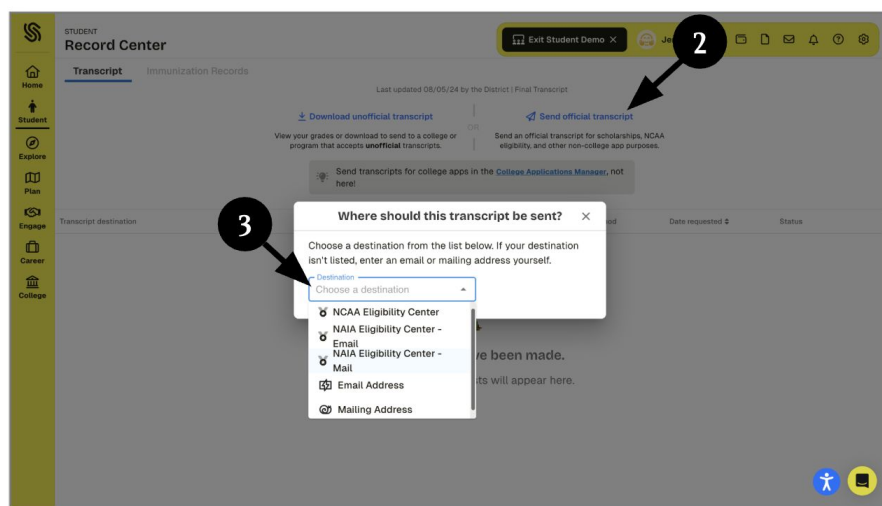
Learn more [👉 Request Transcripts for Non-College Applications](#)

- 1 Select **Record Requests** from the Student menu in the side navigation panel



- 2 Click on **Send Official Transcript** to request a transcript be sent on your behalf

- 3 Choose transcript destination
 - NCAA Eligibility Center
 - Email Address
 - Mailing Address



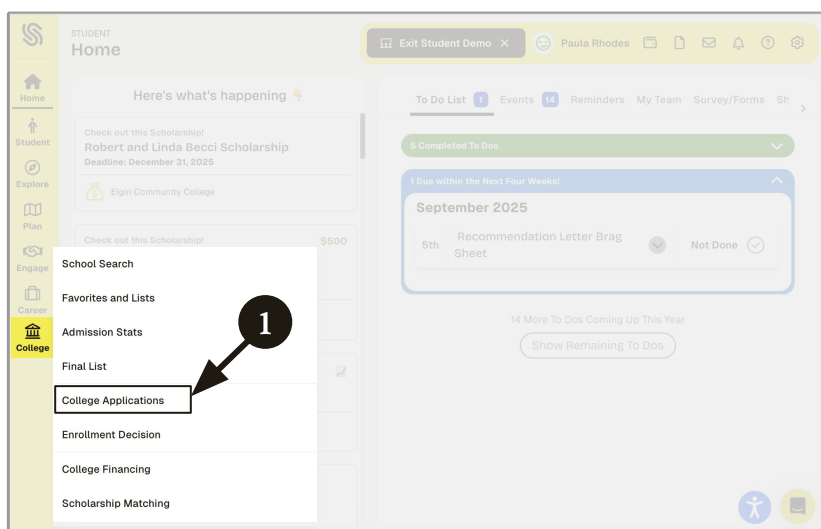
**Reminder: All College Application Transcripts should be requested through College Applications in the College Module*

Request Teacher Letters of Recommendation

[Student guide]

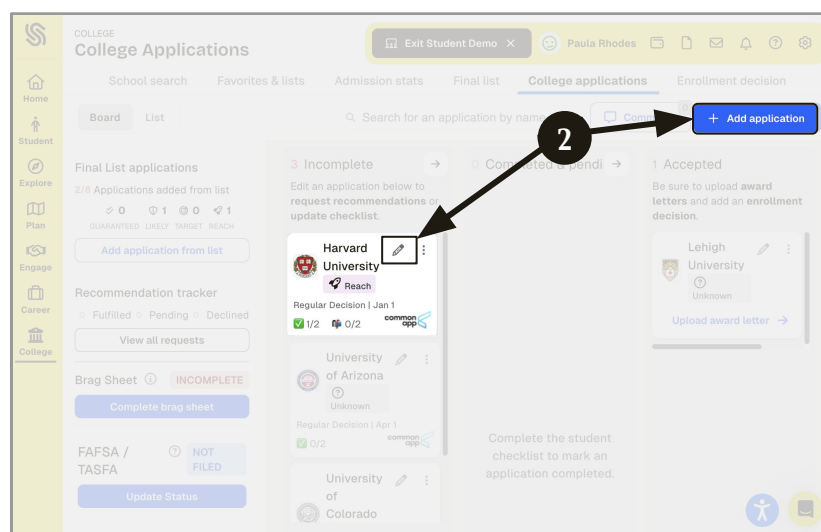
This document will walk students through how to request teachers write them a letter of recommendation within SchoolLinks.

1 Open College Applications



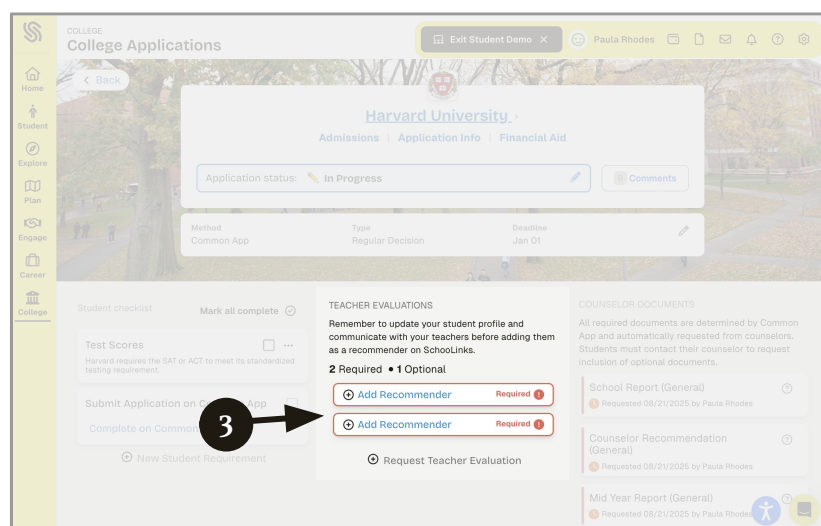
2 Click on the pencil icon next to the college you want to add a request for or click + Add application to add a new college.

**If you are viewing the application in Common App, return to SchoolLinks to request recommenders*



3 Click + Add Recommender or + Request Teacher Recommendation/Evaluation* to add a teacher.

**Language is dependent on application method*



Request Teacher Letters of Recommendation

- 4 Type in your teachers name to select them from the list* and push Next.

**Current district teachers should be in the list. Former teachers will need to be requested Manually.*

COLLEGE College Applications

Exit Student Demo Paula Rhodes

SELECT TEACHER ADD DETAILS

Select a teacher to complete a recommendation for Harvard University. Your selected teacher will receive an invitation to fulfill your recommendation on SchoolLinks.

Search teachers

- Alex, Michael malex+ProdsipsTest@schoollinks.com
- Allen, Raechel raechela@testadmin.com
- Alvine, Estelle staff103@demo.com
- Amann, Evelyn staff021@demo.com
- Amend, Michael michaela@testadmin.com

Counselor recommendations are automatically requested if required by the college. Common App.

Cancel Next

- 5 On the Details page you will be able to add a personalized message to send along with your request.

- 6 Some college require you to identify the subject your teacher teaches.

- 7 Once you click Add recommender, an automated message will be sent to your teacher.

COLLEGE College Applications

Exit Student Demo Paula Rhodes

SELECT TEACHER ADD DETAILS

Teacher information

First name Last name

Raechel Allen

Email Subject

raechela@testadmin.com

Add a message to your teacher (Optional)

Custom message

Back Add recommender

- 8 Use this page to track the status of those specific requests.

- 9 You can also see these on your main College Application page as well.

- Letter Sent
- Letter Requested
- Letter Fulfilled
- Letter Denied

COLLEGE College Applications

Maya "MJ" Junior

Rice University

Admissions Application Info Financial Aid

Application status: Completed & Pending results

Method Type Decision Deadline Destination

QuestBridge Early Decision Nov 01 In Network

Student checklist

Submit Application Test Scores

New Student Requirement

Recommendation tracker

3 Fulfilled 6 Pending 2 Declined

View all requests

How to Use the Resume Builder

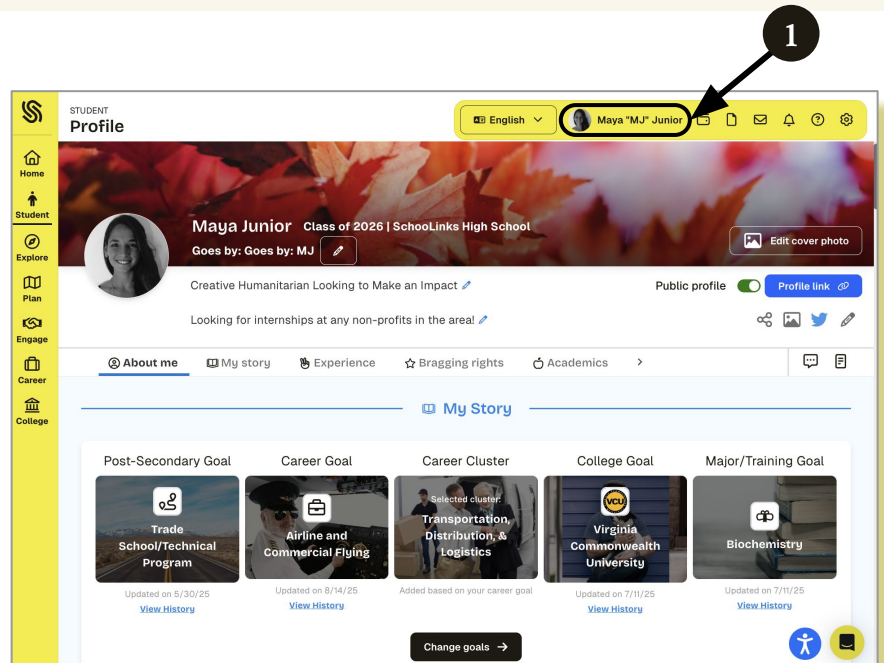
[student guide]

In this guide, you will learn how to use your SchoolLinks profile to build a resume.

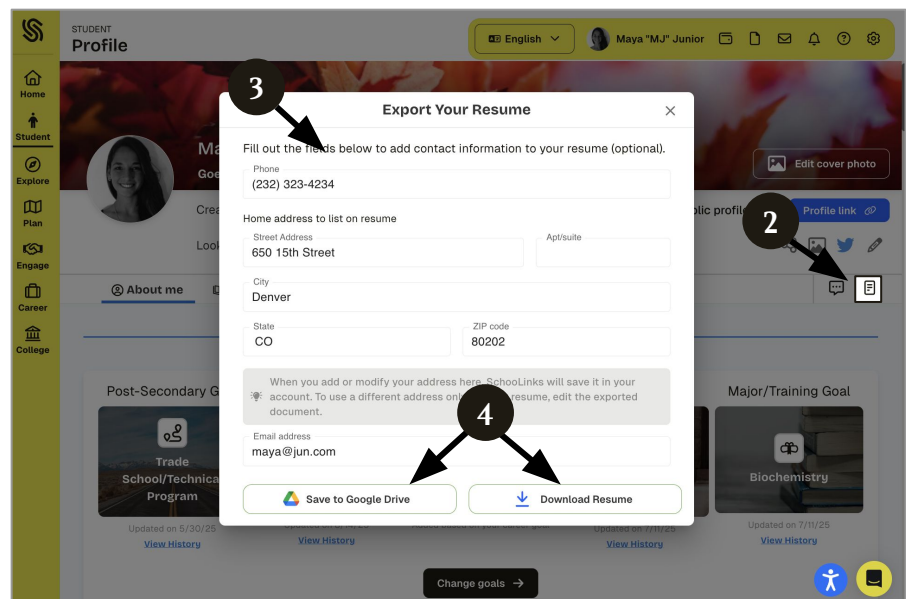
- 1 To access your profile, click on your name button in the top navigation bar

The following sections of your profile will be included in your resume:

- My story (Interests & Hobbies)
- Experience
- Bragging Rights
- Academics



- 2 When ready to export to a resume format, click on the resume icon at the top right corner
- 3 Provide your contact details for this information to be added to your resume
- 4 Export resume to Google Drive or download as an editable .doc file



Sample Resume

Maya Junior

111 One Street, City, State 55555
232-323-4234 | maya@jun.com

EDUCATION

SchoolLinks High School - (2015 - 2018)

GPA: 3.67 / 4.0

Class Rank: 11 out of 1231

EXPERIENCE

SchoolLinks - UIX Design Intern (06/01/2017 - Present)

- Work directly with the development team to bring designs to life
- Collaborate with a small team of passionate, multi-faceted designers
- Conduct user research online and with focus groups
- Shadow the Head of Product Design

Habitat for Humanity - Community Organizer (03/01/2016 - 05/01/2018)

- I had a wonderful time organizing community efforts to raise money for Habitat for Humanity!

Austin Animal Shelter - Volunteer (06/01/2018 - Present)

- Washing and feeding animals
- Organizing merchandise

Austin Food Bank - Intern (05/01/2019 - Present)

- Sorted food

EXTRACURRICULAR ACTIVITIES & LEADERSHIP

SchoolLinks High School Varsity Basketball Team - Captain (12th grade - 12th grade)

- Run weekly meetings for team with coaches and players, develop training schedules.

ACHIEVEMENTS & AWARDS

NCWIT Award for Aspirations in Computing - (05/17/2017)

- The NCWIT Award for Aspirations in Computing (AiC) honors women in grades 9 through 12 who are active and interested in computing and technology, and encourages them to pursue their passions. Award for AiC recipients are chosen for their demonstrated inte

School Student Athlete Award - (11/18/2018)

- I won this award for being a great student athlete at my school.

ADDITIONAL INFORMATION

Interests: Piano, Chess, Mountain Climbing, Tennis, Teaching, Community Service, Missionary Work

Certifications: CPR Certification, NIMS ITM Electronic Control Sy, web development

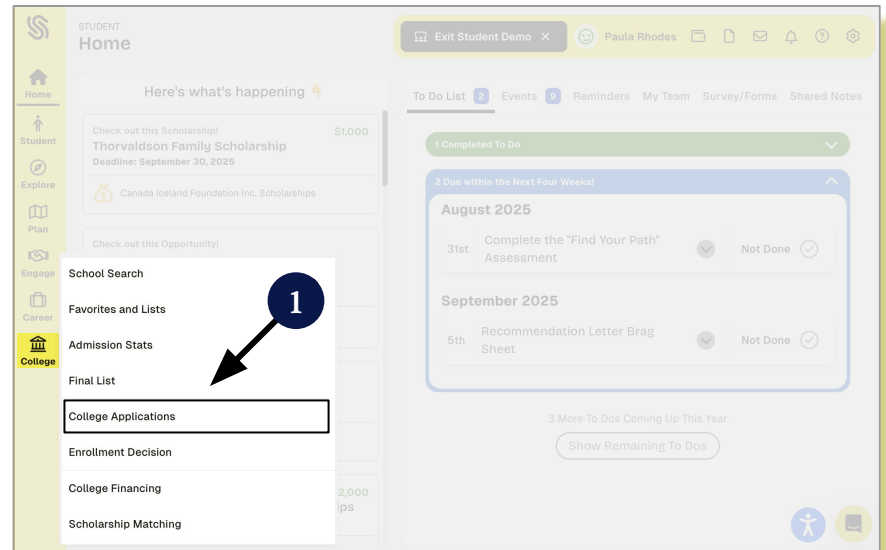
Languages: English, Spanish

Skills: Bilingual, Coding, Communication, Creative Thinking

How to View College Application Transcript Requests [student guide]

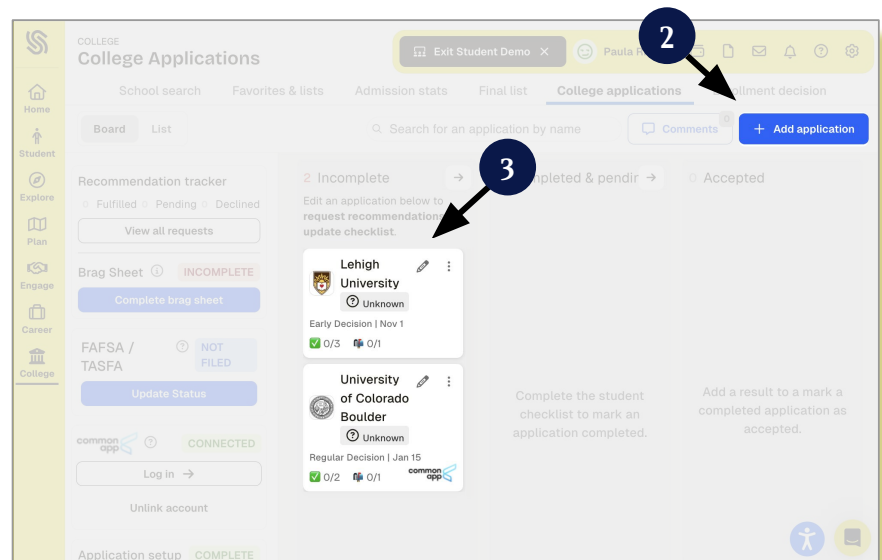
In this guide, you will learn how to review college transcripts that have been requested for your college applications.

- 1 Select **College Applications** from the Colleges Module in the side navigation panel



Transcript requests can only be viewed for applications that have been added to the college application manager.

- 2 Add a new application if needed, fill in the required application setup details, then hit save application
- 3 Review transcript requests for any added application via the pencil icon next to the college name



How to View College Application Transcript Requests [student guide]

Initial & Midyear Transcripts: On the application details page, you will notice that any required counselor documents will be auto-requested. This includes both the initial and midyear transcripts. You do not have the ability to change the counselor requirements. Reach out to your counselor if there is something you would like added to the list

4 For Non-Common App applications, you will see a Transcript request.

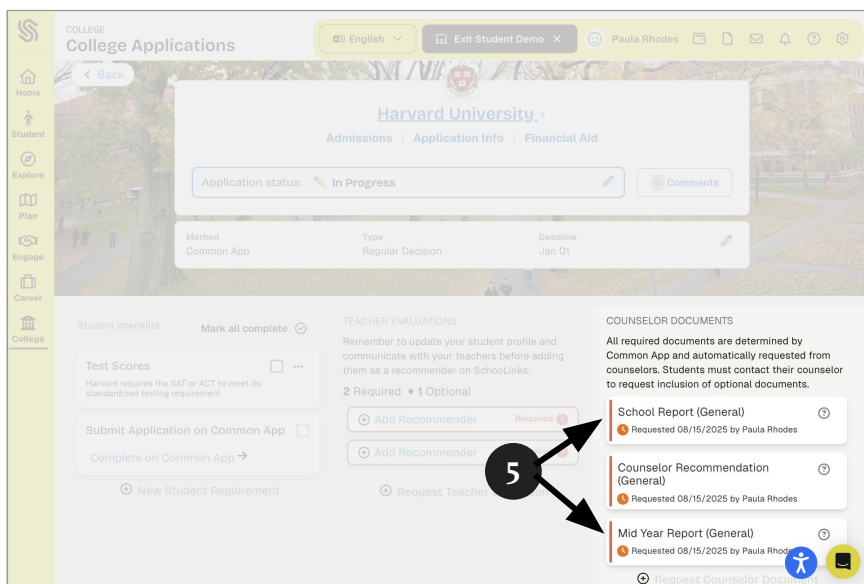
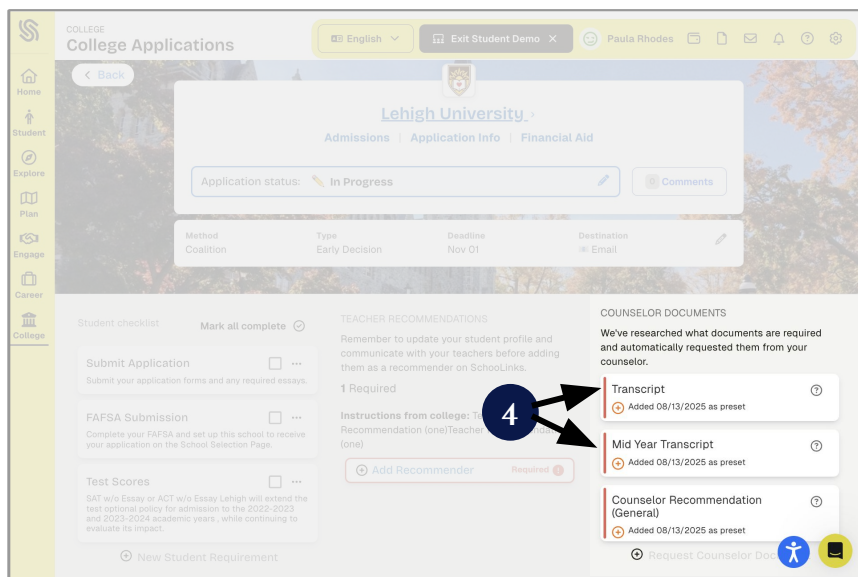
For schools that require it, you will also see a Mid Year Transcript request.

5 For Common App applications, you will see a School Report request which includes the Initial Transcript.

For schools that require it, you will also see a Mid Year Report request.

Status Icon Key:

-  Requested
-  Fulfilled
-  Sent



Final Transcripts: Final transcripts are auto-requested after indicating your enrollment decision in the Enrollment Decision tab at the top of the the college application manager.



Junior Prep for College Application Season in SchoolLinks

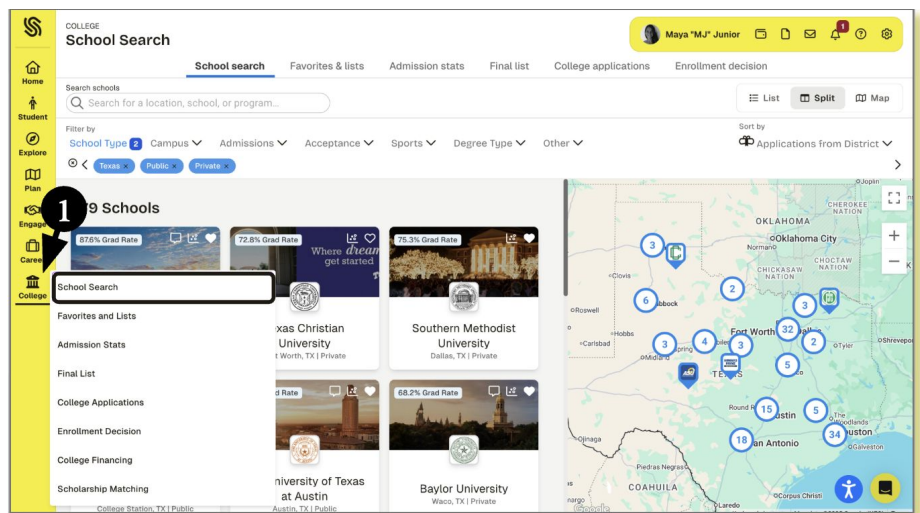
During the summer you can use SchoolLinks to prepare for College Application season by exploring and favoriting schools and building out your Final List.

Using the School Search tool

Learn more  [How to Use School Search](#)

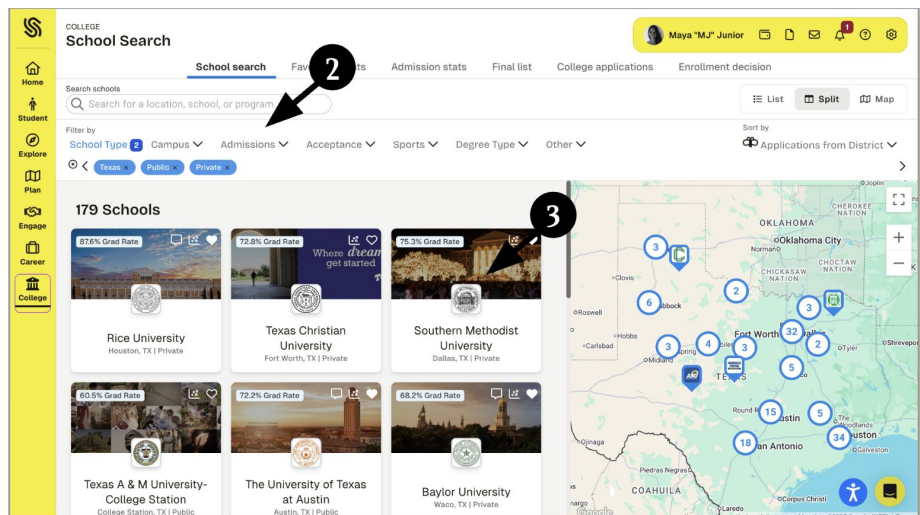
School Search is where you can explore colleges and universities, as well as programs offered at schools (ex. Petroleum Engineering).

- 1 Access the School Search by clicking the College icon and selecting **School Search**



- 2 Use different filters and sorting options to narrow your list.

- 3 Click on the School tiles to open the School Profile and learn more about the school

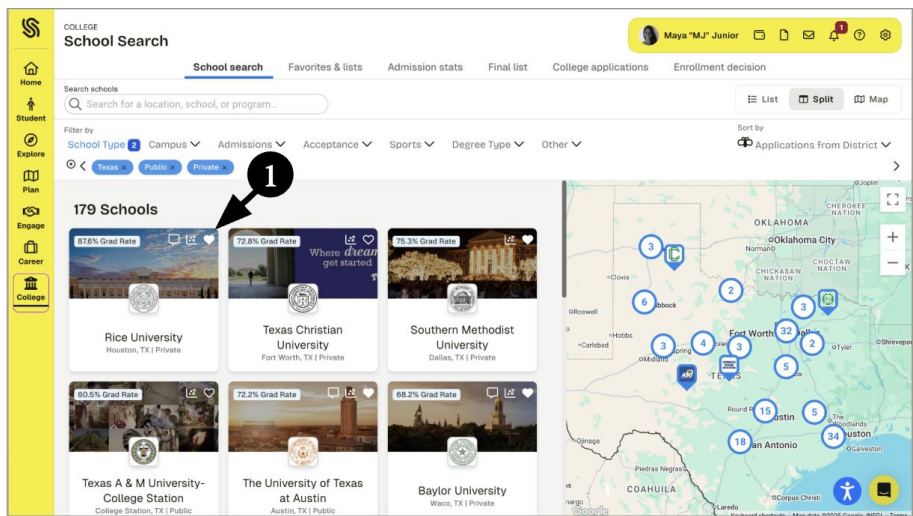


Favoriting Colleges

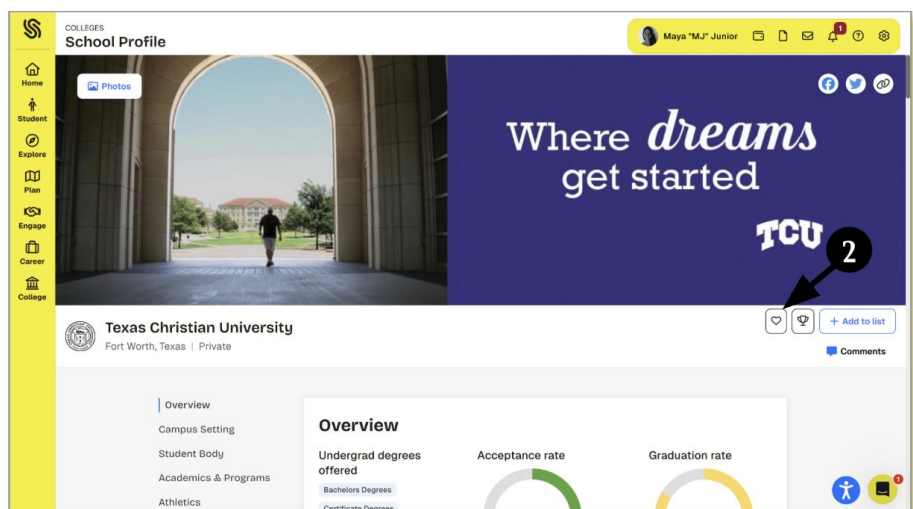
Learn more  [Favorite a School](#)

After reviewing the College Profile, if you think this is a fit for you and you are interested in applying to this institution, you can add them to your favorites list.

- 1 From the School Search page you can click on the heart icon in each of the school tiles



- 2 Or click the heart icon from the School Profile page



Your Final List is the list of schools you plan to apply to. This list is made up of Likely Colleges, Target Colleges, and Reach Colleges.

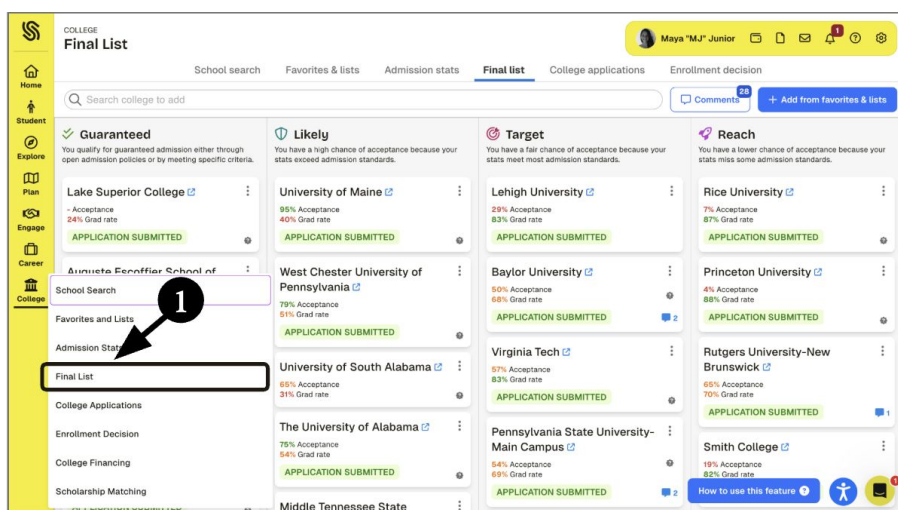
Building a Final List

Learn more [👉 Create a Final List](#)

Here are the definitions for these different categories:

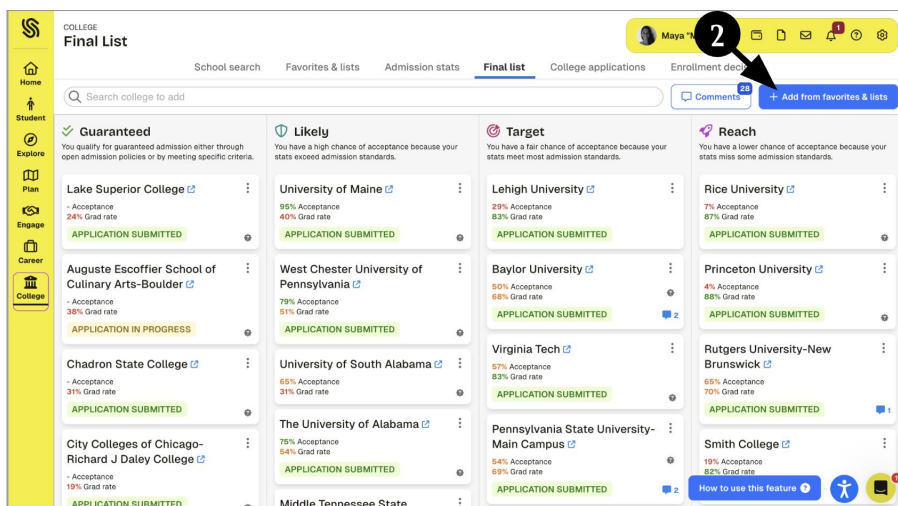
- Likely - schools where you will likely get accepted.
- Target - schools you aim to get in and it's reasonable that you'd be accepted.
- Reach - schools that you would like to get into but getting accepted would be much harder (less likely) for you.

1 Access the Final List by clicking the College icon and selecting Final List



2 To add a school to your Final List, click the Add from favorites & lists button.

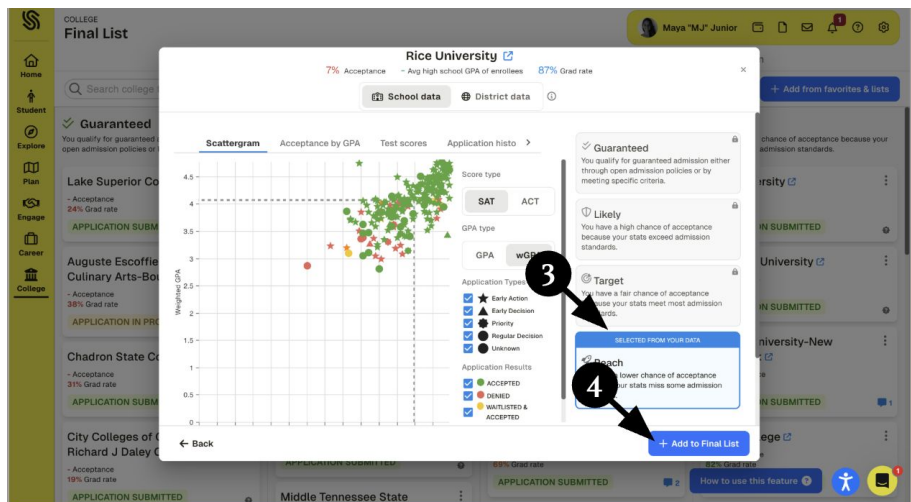
If you have not yet created a favorite list, you can use the search bar to add colleges to your Final List.



- 3 Choose if that school is a Likely, Target, or Reach School and then click the [add button](#).

Note: If there is enough data available on your profile and for the school, that school will be pre-sorted into the category to which it belongs. You can see this in the screenshot below.

If you think that the school is placed in the wrong category, you can message your counselor and they can help you move it to a new category.



- 4 Click the [Add to Final List button](#)

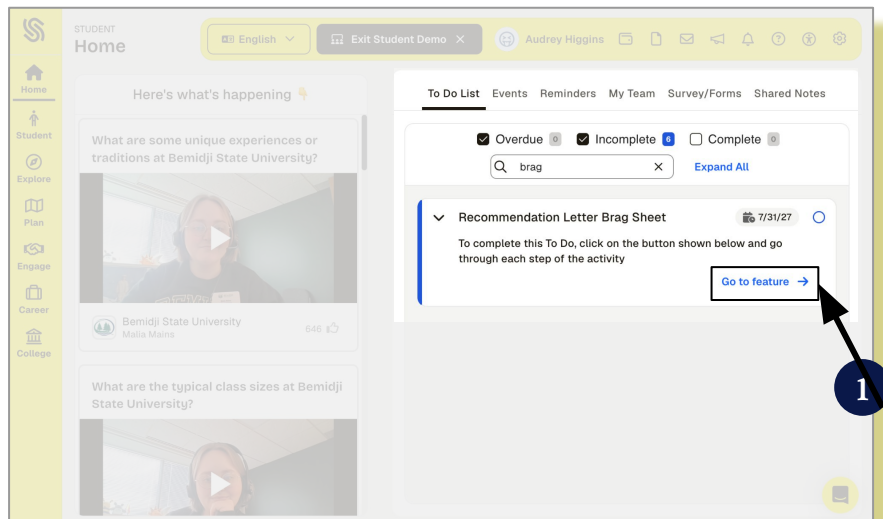
How to Complete Recommendation Letter Brag Sheet [student guide]

This step-by-step guide will show students the two locations they can access and complete the recommendation letter brag sheet.

The Brag Sheet can be found in the Dashboard To Do List

- 1 Locate and expand the Recommendation Letter Brag Sheet task and select **Go to Feature**

This will redirect you to the college application manager where you can complete and submit your brag sheet.



The Brag Sheet can also be accessed directly from the College Applications Dashboard

- 1 Select **College Applications** from the Colleges Module in the side navigation panel
- 2 Click **Complete brag sheet** under the Recommendation tracker section
- 3 Complete the form and click **Submit Answers**

