

How to Use SchoolLinks for College Applications

This guide will walk you through the steps to connect your Common App, add colleges, and request recommendations in SchoolLinks. Use Chrome for best results.

Step 1: Access SchoolLinks

1. Log into your **GCPS student portal**.
2. Under '**Additional Resources**,' click on **SchoolLinks**. It should log you in automatically.
3. If you don't see it, log out and log back in from the main GCPS home page.

Step 2: Complete Onboarding

1. Click '**Let's Go**' and **answer the questions** (career cluster, career, and major).
2. Click '**Go to Dashboard**' when finished.

Step 3: Complete Student Information

1. **Fill out Personal Details, Fee Waiver Eligibility, and FERPA Waiver.**
 - Update your email to your **PERSONAL email** (not your school email).
 - Indicate if you qualify for a fee waiver.
 - FERPA Waiver: It is recommended that you waive your rights.

Step 4: Connect Your Common App

1. In the left menu, click '**Connect to Common App**.'
2. Click the green '**Link Common App Account**' button.
3. **Log into your Common App** account and **authorize the connection**.
4. If your colleges don't show up, refresh the page.

Step 5: Sign FERPA in Common App

1. If prompted, **log in to Common App** and **sign the FERPA waiver**.
2. It's recommended that you waive your rights.

Step 6: Add Colleges

1. **Colleges in your Common App will show automatically.**
2. **For non-Common App schools, click '+ Add Application.'**
 - Search for the school.
 - Select application type (EA, ED, RD, or Rolling).
 - Click 'Save Application.'
 - Adding a school automatically requests a transcript.

Step 7: Request Teacher Recommendations

1. Go to your **College Application list**.
2. Click the **pencil icon** next to the college.
3. Select '**Request Teacher Evaluation**.'
4. **Add your teacher** from the list (double-check the correct name).
5. **Repeat** for each college.

Step 8: If You Change Your Mind About a College

1. Click the **pencil** next to the college name.
2. Edit '**Application Status**.'
3. Change it to '**Will Not Complete**' and click '**Save**.'

Step 9: Brag Sheet

Do NOT complete the brag sheet in SchoolLinks. Instead, complete your counselor's brag sheet on the SKG Counseling Website under 'College and Career Planning.'

