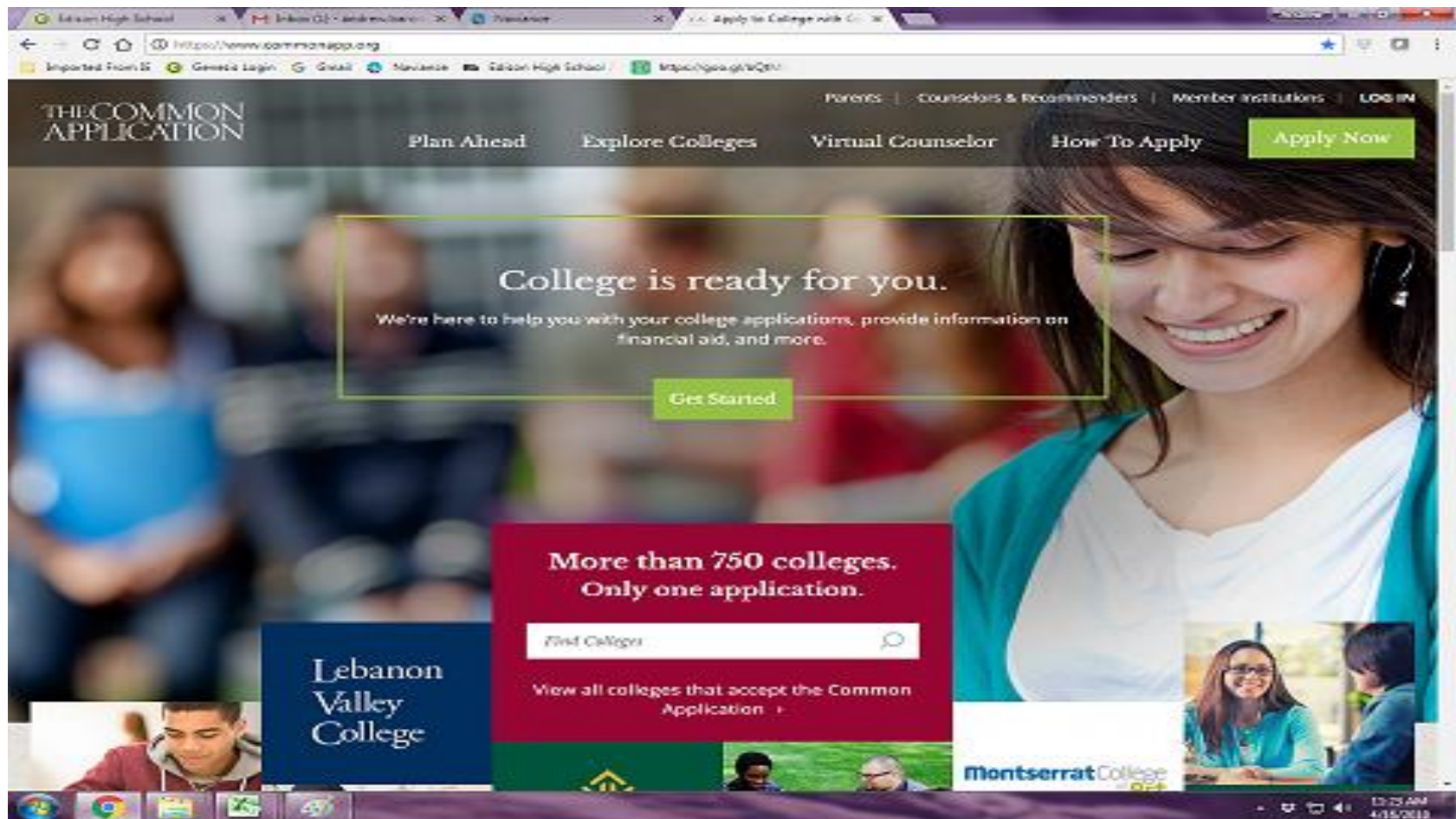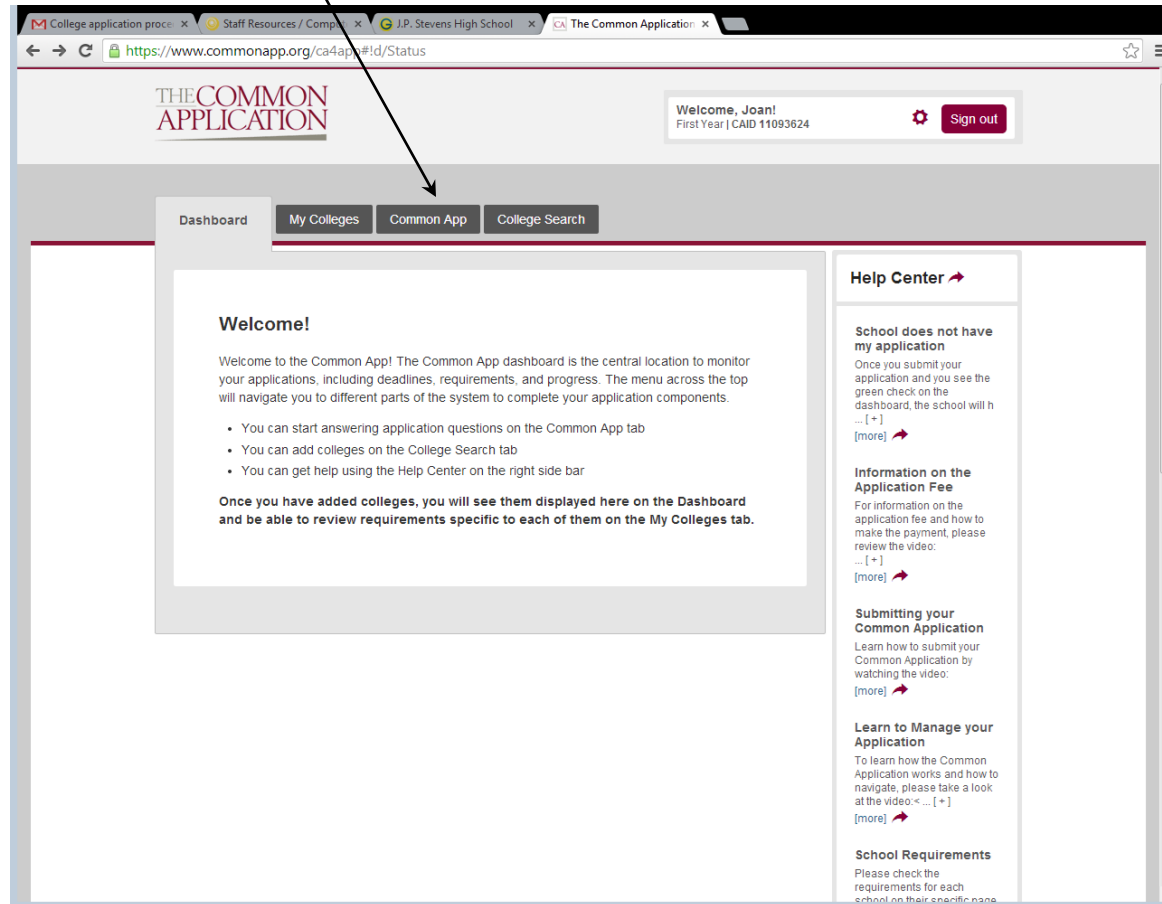# Common Application and Naviance Directions

Step One- Log in or Create a Common Application Account

Step 2- Enter the Common App by Clicking on the "Common App" tab

Complete the entire "Education" Section so that it has a green checkmark

Dashboard | My Colleges | **Common App** | College Search

Common Application

Profile

Family

Education ✓

Testing

Activities ✓

Writing

▼ School

School lookup*
Edison High School
50 Boulevard of Eagles
Edison, NJ 08817-4000
USA
Public
CEEB Code: 310297

Date of entry*
09/2010
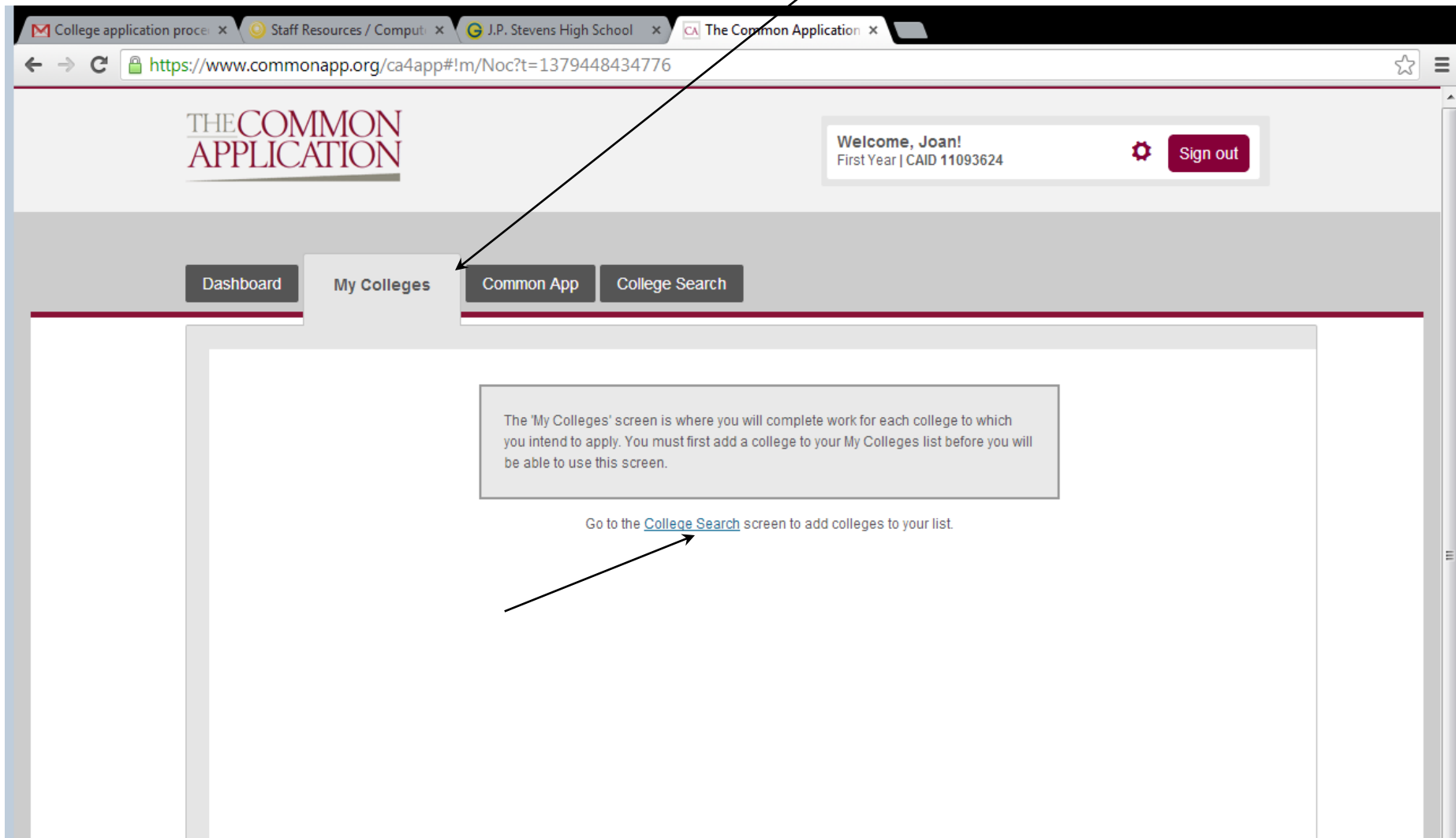
Is this a boarding school?*
No

Graduation date
06/19/2014

Help Center ➔

I've been out of school for a while
If you don't have a counselor because you've been out of school for a while, you can enter the cont ... [+]
[more] ➔

Trouble entering phone number
In the first box, select your country and do not attempt to enter anything further. In the second b ... [+]
[more] ➔

Secondary school information
Secondary education (aka attending a secondary school) is a term that refers to

Go to My Colleges and add at least one college

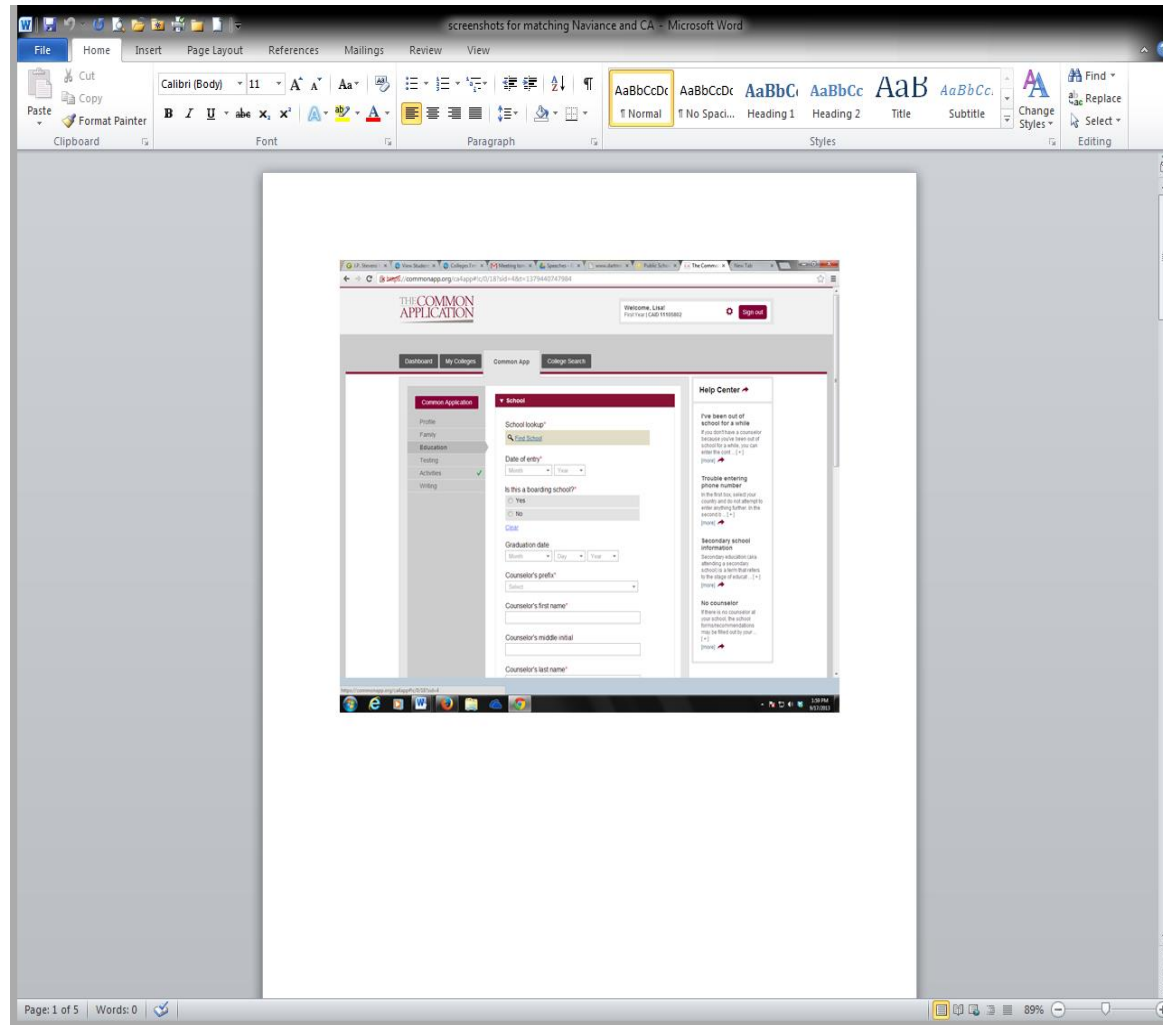THE**COMMON**
APPLICATION

Welcome, Joan!
First Year | CAID **11093624**

Sign out

Dashboard | **My Colleges** | Common App | College Search

The 'My Colleges' screen is where you will complete work for each college to which you intend to apply. You must first add a college to your My Colleges list before you will be able to use this screen.

Go to the College Search screen to add colleges to your list.

To add colleges, go to College Search and add at least one college.

Go to "My Colleges" and then click on "Recommenders/FERPA"

Click on "Release Authorization" under FERPA

FERPA Release Authorization

Release Authorization

1 Instructions   2 Form

The questions you will see on the next screen relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review recommendations and accompanying forms if you are age 18 or older or upon enrollment at a postsecondary institution provided that institution saves the documents. You may, however, waive this right of access altogether. In a moment, you'll be asked if you wish to waive this right.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.

After you make your selection about whether you want to waive your right of access, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your waiver selection. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

☐ I have fully read and understood the FERPA Release Authorization explanation above.

Step 7 – Sign and Save

Sign and Save

Release Authorization

1 ✓ Instructions > 2 Form

☑ I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf
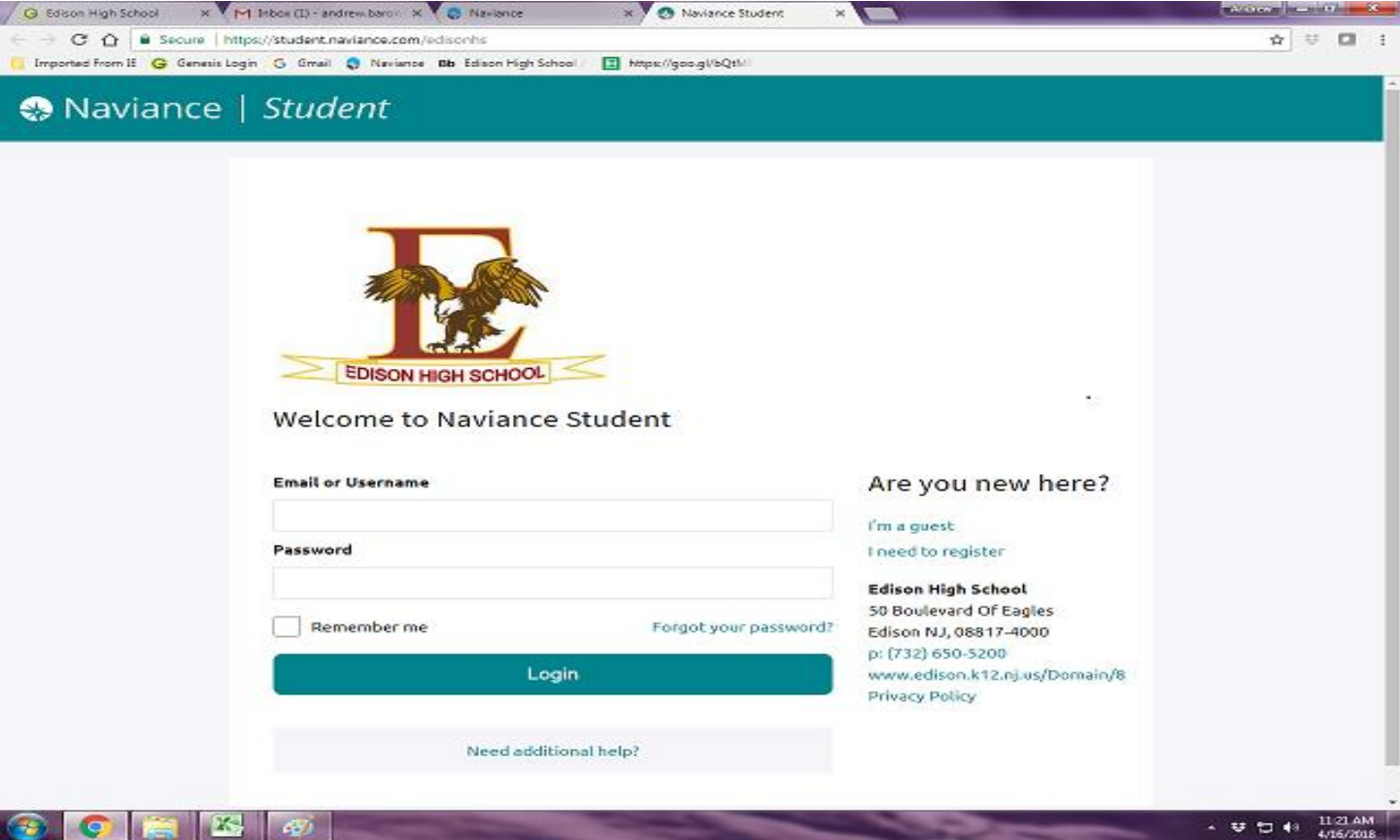
Please select one:

☑ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

○ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☑ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I invite my first recommender.** .
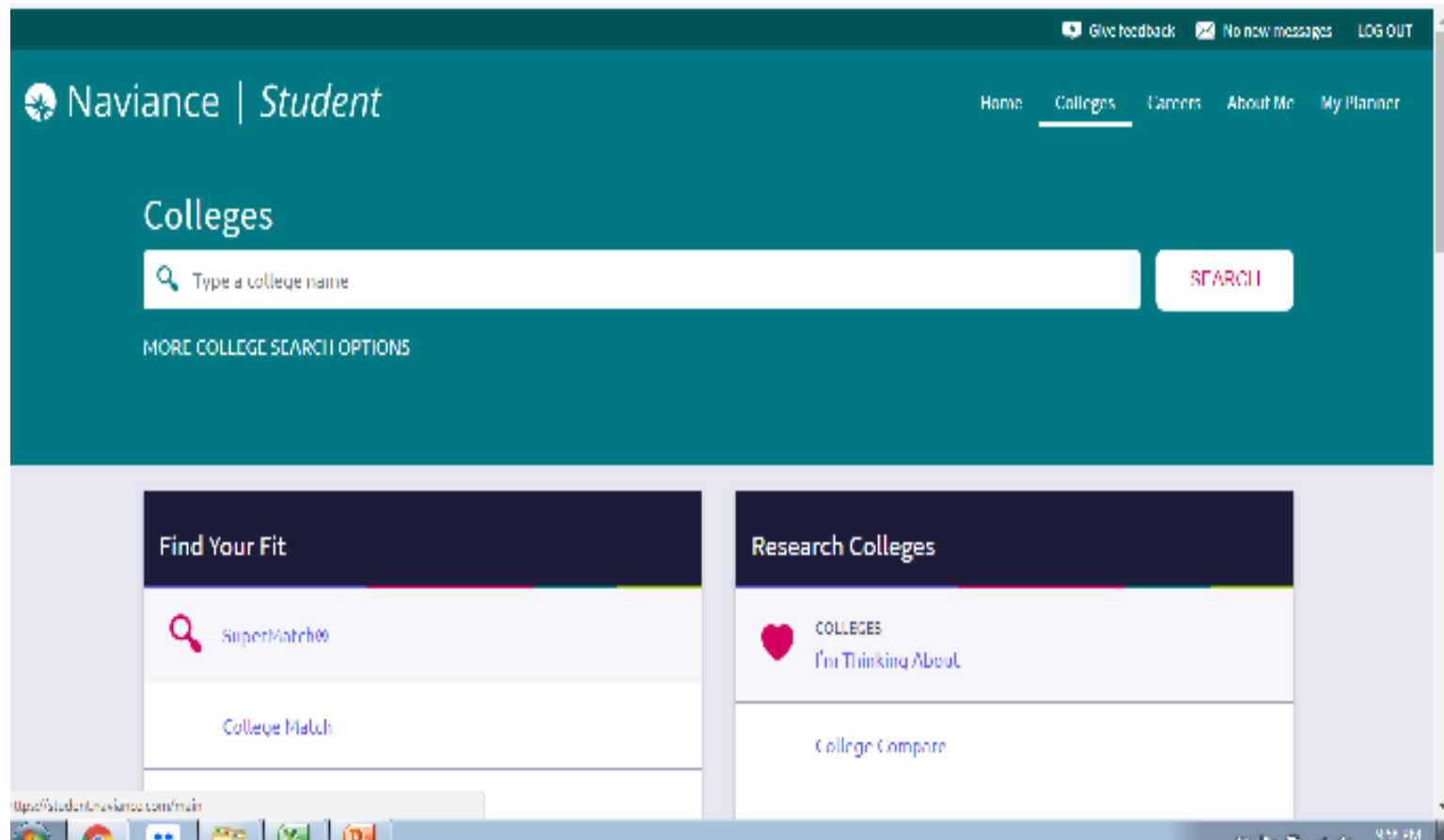
Signature Matt Ferreri   **Date** 09/02/2013 📅

Now, go to Naviance Student

Go to Colleges I'm Applying To

Enter the email address you entered in Common App and your Birthdate

⚠ **Note:** Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on Common App Online ⧉
- Sign the Common App (CA) FERPA Waiver on Common App Online ⧉

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

TIPS

These tips will help you successfully match your accounts.

- Make sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

Success!!