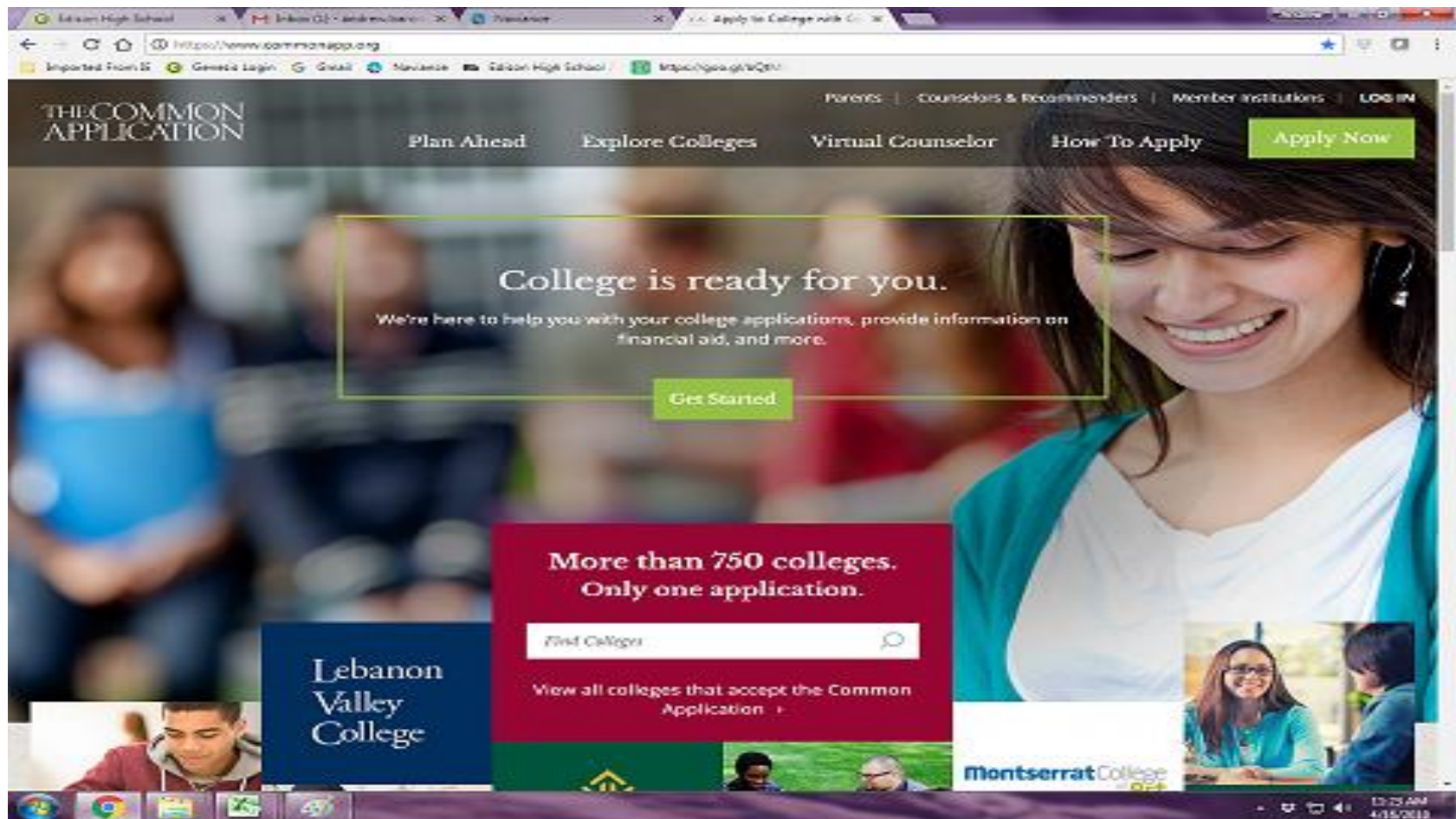


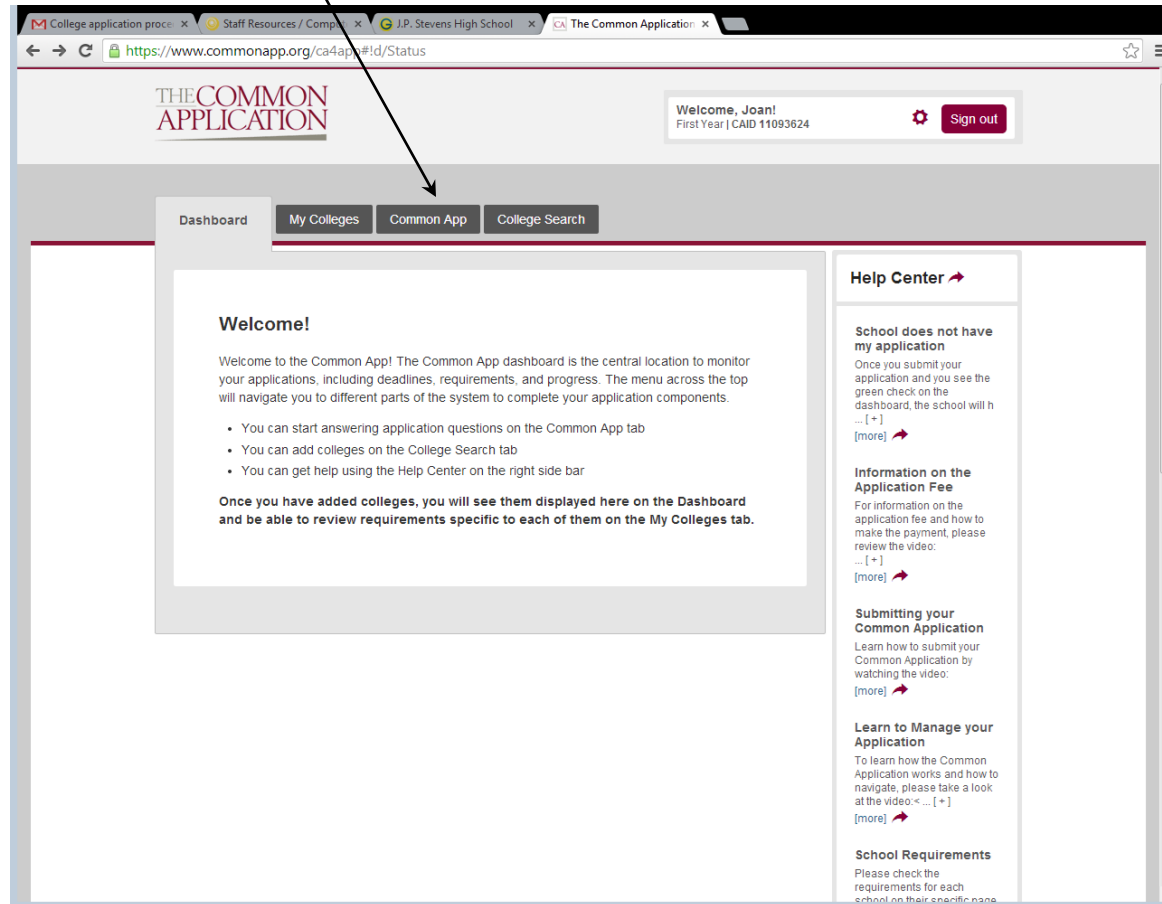


# Common Application and Naviance Directions

# 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

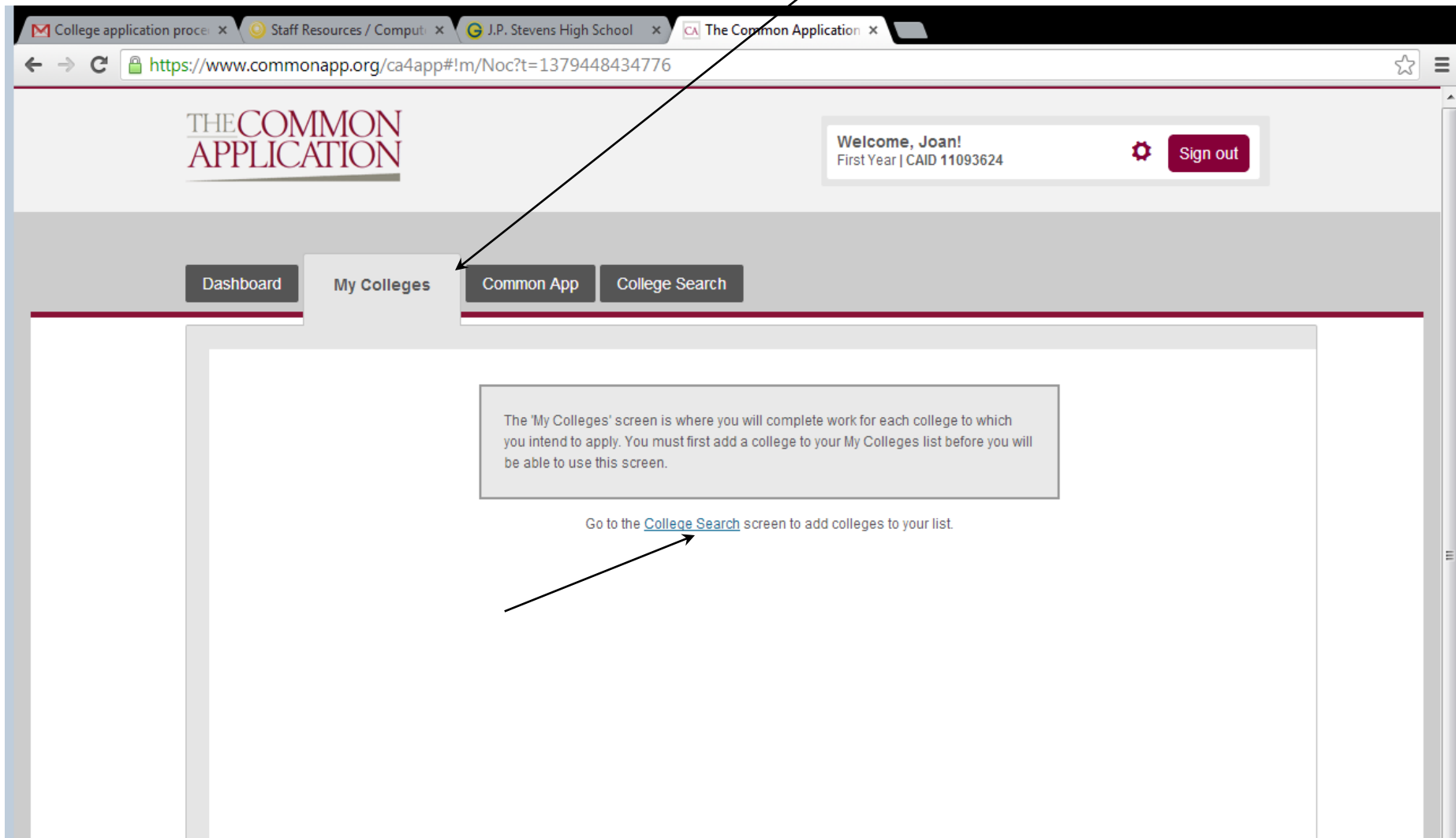
Help Center 

**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 screenshot shows a web browser with several tabs open: "College application process", "Staff Resources / Comput...", "J.P. Stevens High School", and "The Common Application". The address bar shows the URL <https://www.commonapp.org/ca4app#!/m/Noc?t=1379448434776>. The page header features the "THE COMMON APPLICATION" logo on the left and a user profile box on the right that says "Welcome, Joan! First Year | CAID 11093624" with a "Sign out" button. Below the header is a navigation bar with four tabs: "Dashboard", "My Colleges", "Common App", and "College Search". An arrow points from the "My Colleges" tab to a text box that reads: "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." Below this text box, another arrow points from the text "Go to the [College Search](#) screen to add colleges to your list." to the "College Search" tab in the navigation bar.

College application process x Staff Resources / Comput x J.P. Stevens High School x The Common Application x

← → ↻ <https://www.commonapp.org/ca4app#!/m/Noc?t=1379448434776> ☆ ☰

THE COMMON APPLICATION

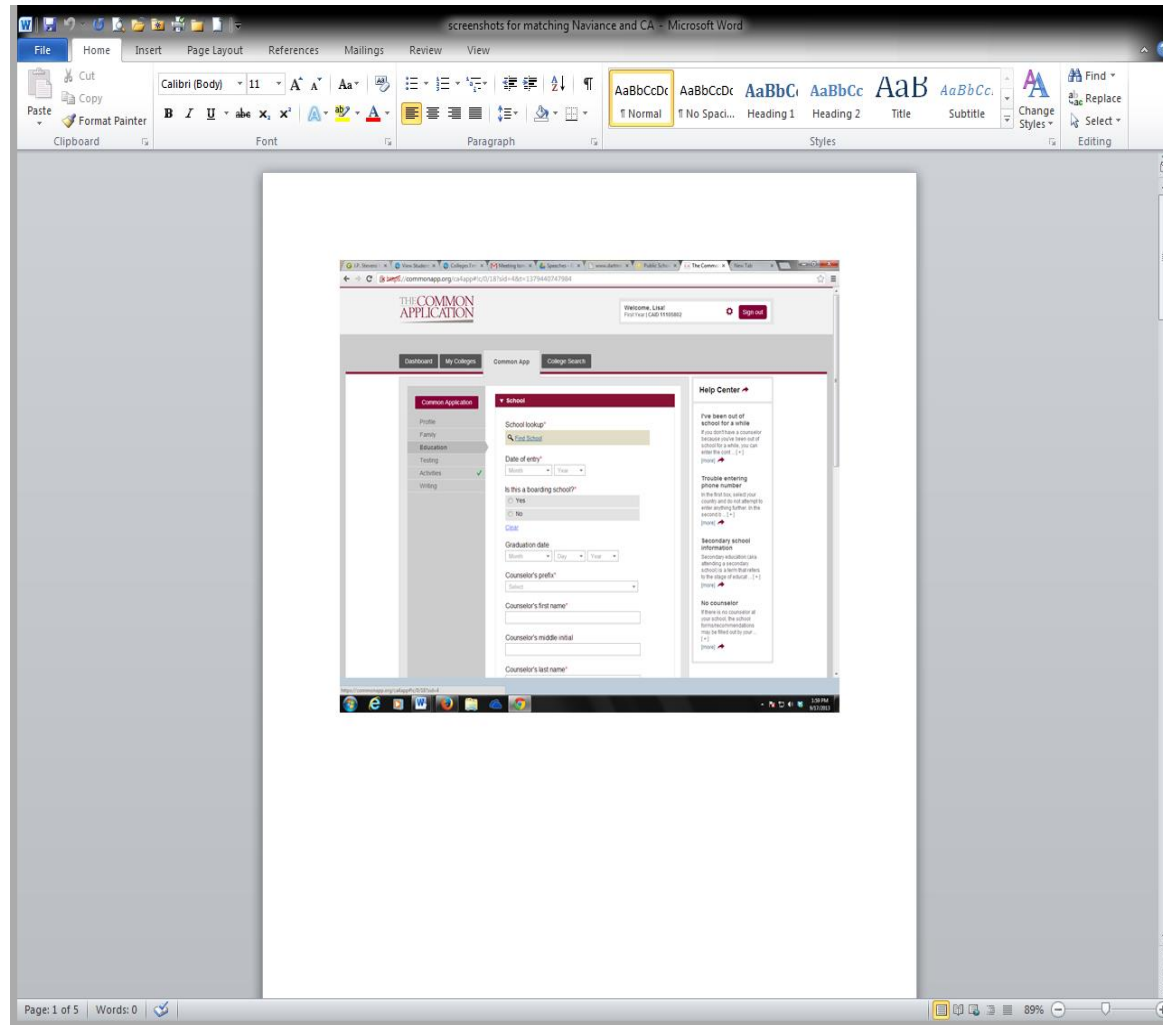
Welcome, Joan!  
First Year | CAID 11093624 ⚙ Sign out

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.



Edison High School | Inbox (1) - andrew.baron... | Naviance | The Common Application | Naviance

Secure | <https://apply.commonapp.org/ca4app/tm/38/RecAssign?aid=1871543683&t=1536632303496>

Imported From IE | Genesis Login | Gmail | Naviance | Edison High School | <https://goo.gl/bQm1M>

**THE COMMON APPLICATION**

Welcome, Andrew!  
Practice Applicant | Usage Tips  
First Year | CAID 17057023  
abaroned@astral.net

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

**My Colleges**

**Boston University** -

Application (3 of 3 Completed)

- Questions
- ☒ **FERPA Release Authorization** [View Details](#)
- Review and Submit - Common App

**Caldwell University** +

**Marist College** +

**New Jersey Institute of Technology** +

**Pace University** +

**Rowan University** +

**Seton Hall University** +

**St. John's University (NY)** +

**Stevens Institute of Technology** +

**University of East London** +

**University of New Haven** +

**For All Colleges**

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

**Invite Recommenders**

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

[Invite and Manage Recommenders](#)

**Advisor**

An advisor can be anyone who is assisting you with your application process. You may invite an advisor using the "invite Advisor" link below. An advisor can view your application information and give you personalized feedback. An advisor does not submit any forms on your behalf.

Required: 0    Optional: 3    Total: 3

[Invite Advisor](#)

**Recommenders for Boston University**

Note: All dates are Eastern Time

**Counselor**

Your school is using Naviance eBooks 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 printable forms that can be completed on paper and mailed to each institution to which you

**Instructions and Help**

**What is an Advisor**

An Advisor is a new type of recommender for your Common Application. If you receive support from a ...

[\[ + \]](#)

[\[ more \]](#)

**Recommender Information does not change**

Once a recommender has been added and invited, the name and title you entered cannot be changed ...

[\[ + \]](#)

[\[ more \]](#)

**Adding and assigning recommenders for Naviance schools**

If your school uses Naviance, you will not be able to assign Counselor or Teacher recommendation ...

[\[ + \]](#)

[\[ more \]](#)

**Don't forget to assign your teacher recommendation!**

If you see the "assign" button beside the name of your teacher, this means you need to assign this ...

[\[ + \]](#)

[\[ more \]](#)



# Click on “Release Authorization” under FERPA

The screenshot shows the 'The Common Application' website interface. At the top, there's a navigation bar with 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'My Colleges' section is active, showing 'Ramapo College of New Jersey'. A sidebar on the left contains 'Questions', 'Assign Recommenders' (highlighted with a green checkmark), and 'Submission - Common App'. The main content area is titled 'FERPA Release Authorization' and includes a green checkmark icon. Below this, there's a section for 'Counselor' with a green checkmark icon, followed by 'Offline Forms' and a list of report types: 'School Report', 'Optional Report', 'Mid Year Report', and 'Final Report'. A table below lists 'Christen DeSimone' as the 'School Counselor', with an 'Invited' status of '9/16/2013' and a 'Not started' status for the 'School Report'. The 'Teacher' section is also visible at the bottom. On the right, there's a 'Help Center' section with links to 'Naviance - unable to assign recommender in CA', 'Recommender information does not change', 'Who can be a recommender?', and 'Resend a Recommender Invite'. A 'FERPA Waiver' link is at the bottom right.

College application process Staff Resources / Computer J.P. Stevens High School The Common Application

https://www.commonapp.org/ca4app#m/474/RecAssign?sid=127751957&t=1379449150021

THE COMMON APPLICATION

Welcome, Joan!  
First Year | CAID 11093624

Sign out

Dashboard My Colleges Common App College Search

Ramapo College of New Jersey

Questions

Assign Recommenders

Submission - Common App

Manage Recommenders

✓ FERPA Release Authorization

I have authorized release of all requested records covered under the FERPA act and have waived my right to access. [show details](#)

✓ Counselor

Your school is using Naviance eDocs 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 printable forms that can be completed on paper and mailed to each institution to which you apply.

Offline Forms

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

Christen DeSimone School Counselor	Invited: 9/16/2013
School Report	Not started
Optional Report	
Mid Year Report	
Final Report	

Teacher

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms.

Help Center

Naviance - unable to assign recommender in CA

If your school uses Naviance, you will not be able to assign recommendations using the Common App. ... [+]

[more]

Recommender information does not change

Once a recommender has been added and invited, the name and title you entered can not be changed. ... [+]

[more]

Who can be a recommender?

Recommenders can be different types of people. Most schools ask for teacher recommendations but some ... [+]

[more]

Resend a Recommender Invite

From the "Assign Recommender" page, click on the link "Manage Recommender". The page with the link ... [+]

[more]

FERPA Waiver



# 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.

# 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:

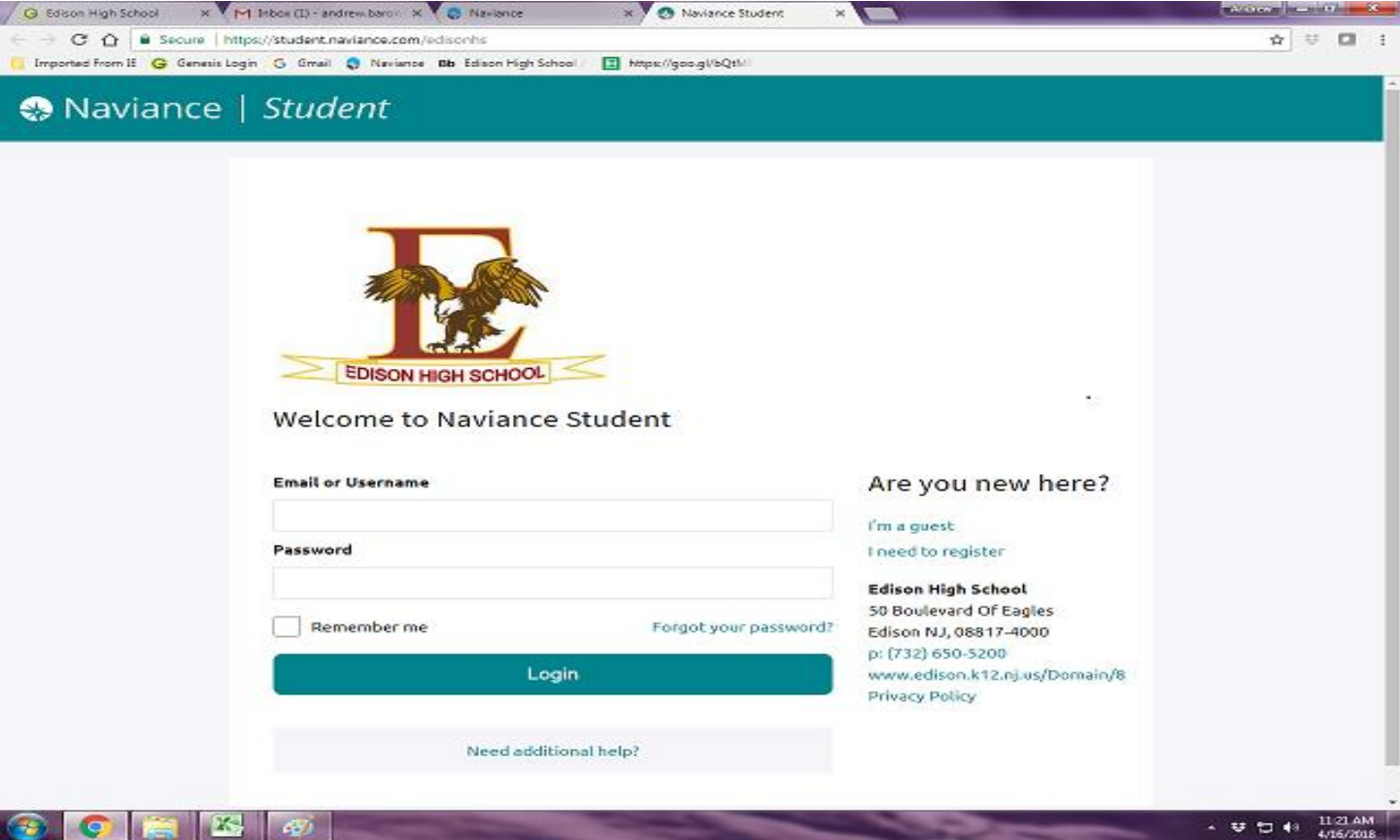
☒ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☐ 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  Date

# Now, go to Naviance Student



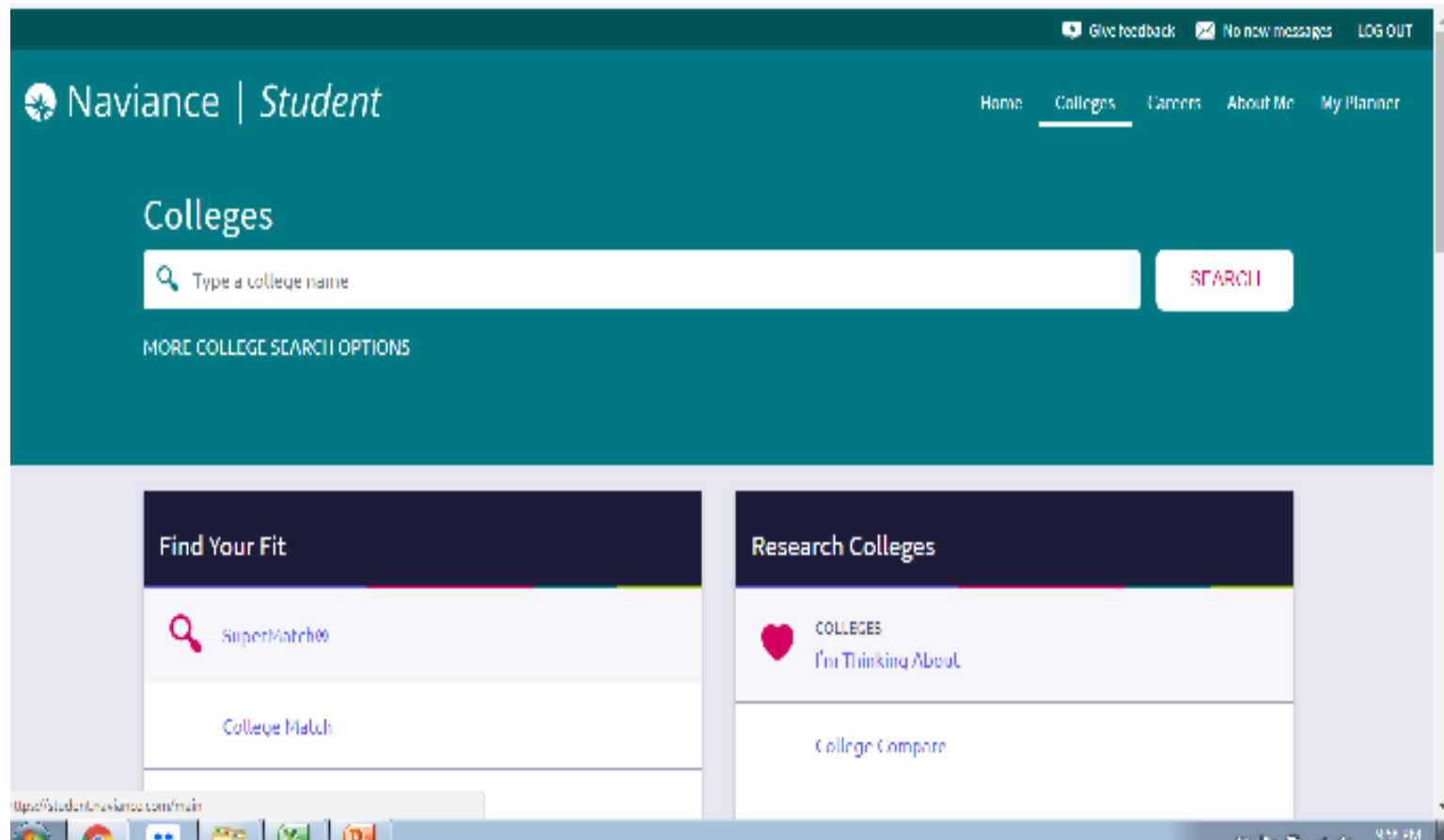
The screenshot shows a web browser window with the address bar displaying <https://student.naviance.com/edisonhs>. The page has a teal header with the Naviance logo and the word "Student". Below the header is the Edison High School logo, which features a large red "E" with a yellow eagle perched on it, and a banner below that reads "EDISON HIGH SCHOOL".

Below the logo, the text "Welcome to Naviance Student" is displayed. To the left of the login fields, there is a "Remember me" checkbox and a "Forgot your password?" link. The login fields are labeled "Email or Username" and "Password". A teal "Login" button is positioned below the password field. Below the "Login" button is a link that says "Need additional help?".


To the right of the login fields, there is a section titled "Are you new here?" with two links: "I'm a guest" and "I need to register". Below these links, the school's contact information is listed: "Edison High School", "50 Boulevard Of Eagles", "Edison NJ, 08817-4000", "p: (732) 650-5200", and "www.edison.k12.nj.us/Domain/8 Privacy Policy".

The browser's taskbar at the bottom shows the Windows logo, several application icons, and the system clock indicating 11:21 AM on 4/16/2018.

# 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!!

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Edison High School, Inbox (1) - andrew.barone, Naviance, Naviance Student.
- Address Bar:** Secure | <https://student.naviance.com/colleges/applying-to>
- Page Header:** Naviance | Student. Navigation links: Home, Colleges (active), Careers, About Me, My Planner.
- Message Bar:** A green banner with a checkmark icon stating: "Your Common App account has been matched. Your FERPA status is not waived. You're ready to apply to colleges using Common App."
- Tools:** Manage Transcripts, Application Milestones, Compare Me, and a red circular button with a white plus sign.
- Section: College that I'm attending:** A dropdown menu currently showing "N/A" with a downward arrow, and an "Update" button to its right.
- Section: Letters of recommendation:** A text block stating: "Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation](#) section, accessible from the main colleges page, for more information."
- Footer:** Edison High School, 50 Boulevard Of Eagles, Edison NJ 08817-4000. Copyright 2018, Hobsons Inc. Privacy Policy. logged in as Demo Barone.

The Windows taskbar at the bottom shows the time as 11:14 AM on 4/16/2018.