



West Morris Mendham High School

A TRADITION OF EXCELLENCE

Matching Your Common App and Family Connection Accounts

The following steps are **REQUIRED** of all college-bound seniors even if you are not applying to a Common App member institution. Completing these steps allows your transcripts and recommendations, which are in Naviance, to be matched with your Common App Account for electronic submission.

1) First, go to Common App:

1. Log into your Common App account. If you've not created an account, you'll need to do that.
2. Under the "Common App" tab, complete the entire "Education" section so that it has a green checkmark (this is necessary since the Common App must know the high school you attend).
3. Go to "My Colleges." If no colleges are listed, go to "College Search" and add at least one member college. (You will not need to finish the application to this college, or pay any fees, but you do need a member to complete the Naviance linkage)
4. Click one of the colleges and then "Recommenders and FERPA".
5. Click the FERPA Release Authorization, giving MHS permission to send your transcript. Follow the instructions and click these items:
 - I authorize every school that I have attended to release all requested records...
 - I waive my right to review all recommendations and supporting documents...
 - I understand that my waiver or no waiver selection above pertains to all colleges....

2) Second, go to Naviance Family Connection:

1. Login and click the Colleges tab. Then click "Colleges I'm applying to"
2. Enter the email address used in your Common App account.
3. Once you've done this correctly you should see the following:
 - **Common App Account Matching -Complete**
 - **Your Common App account was successfully matched.**
 - **FERPA Status: Waived**

Other Tips:

Pasting an Essay into the Common App

Because CA doesn't deal well with special characters like quotation marks, pasting an essay directly from Word into CA can create errors. If you try that you will likely find the word count on Common App isn't correct and some words or punctuation may be missing. Here is the solution:

1. Open TextEdit (for Mac --search for it in the top right spotlight bar) or TextPad (PC), and paste your essay into it. Issues with special characters will be fixed.
2. Copy and paste your essay from TextEdit or TextPad into the Common App.
3. The word count should now be correct and match the word count listed on your Word document. Proofread your essay within the Common App to be certain it is perfect.
4. You won't get a green checkmark if your essay is shorter than 250 or longer than 650 words.

Use of the "Additional Information" Section

If you finish your application and find something important has not been included somewhere in the application, you can use the "Additional Information" section to provide details. Don't repeat information covered elsewhere. If needed, you can add up to 650 words. Paste the essay as explained above.

Answers to Common Questions You May Have

- Graduation: June 22, 2016
- Class Rank Reporting: None
- Courses: As reported on transcript
- Counselor Title: Counselor
- Graduating Class Size: 356
- Credits: Semester = 2.5 credits
- Counselor Ph: 973-543-2501
- GPA & Scale: *Leave Blank*
- Year = 5.0 , Lab Science = 6.0

Early Decision Agreement

If you are applying to a binding Early Decision college, once you have selected Early Decision as your application type you must complete the following steps:

1. Click the ED college and go to the 'Recommenders and FERPA' section.
2. At the bottom, you will "invite" your parent (via email) to complete an online ED agreement.
3. After clicking "invite", enter the name and contact details of a parent. Be sure to enter the email address carefully.
4. After clicking "Submit" you will be taken back to the 'Recommenders' page and the parent name is now displayed.
5. Click "Assign". An email will immediately be sent to that parent with a link to the ED agreement.
6. Once your parent has completed this step you will see it on the 'Recommenders and FERPA' page.
7. Your counselor will also submit an ED agreement through Naviance. This will not be done until the time that transcripts are submitted.

Submitting your Application

Applications are submitted to individual schools one at a time. Once you have completed the Common App, a college's member questions and writing supplement, you can submit it to that college. Don't worry that you might accidentally submit an application before you're ready. It can't be sent until you confirm that you have completed a final review, entered your credit card information, and signed your name.

Common App, College Questions, and Fees




1. When you are ready to submit to a college, select it under "My Colleges".
2. Click "Preview and Submissions – Common App"
3. Carefully read and review the PDF of your application. This is what the college will receive so it needs to be accurate. If you find an error, click the back button and make the necessary changes. If your essay is not formatted properly or contains an error, read the tips on "pasting your essay into the Common App" above.
4. Once it is perfect, confirm that you have reviewed it and you wish to proceed.
5. Pay your fee by credit card.
6. Sign the submission statements acknowledging that your application is both accurate and your own work. If it is later learned that you have made inaccurate statements or had someone else write your essays, your acceptance can be revoked.

Writing Supplements

1. If a college requires a Writing Supplement it may only be submitted after your Common App has been submitted to that college.
2. Go to My Colleges and submit your Writing Supplement.

Review Dashboard Information

Check that your application and writing supplement were successfully submitted by clicking "My Dashboard". You should see green checkmarks. Once you see these checkmarks materials are immediately available to the college but it may take a few days before the college downloads and views your application. Here is what you should see:

 My Colleges (2)	 Deadline	Application	Writing Supplement	
 Harvard College	1/1/2014	