

# Common Application & Naviance Set-up Directions



West Morris Mendham High School

A TRADITION OF EXCELLENCE

In order for counselors and teachers to submit your transcripts and letters of recommendation you must link your Common Application and Naviance Accounts.

These slides show the 10 simple steps to get started.

# Step 1- Create a Common Application Account (will need an email for this)

THE COMMON APPLICATION

About Us

Member Colleges

Media Inquiries

## MISSION

The Common Application is a not-for-profit membership organization that, since its founding over 35 years ago, has been committed to providing reliable services that promote equity, access, and integrity in the college application process. We serve students, member institutions, and secondary schools by providing applications that students and school officials may submit to any of our over 500 members. Membership is open to colleges and universities that promote access by evaluating students using a holistic selection process.

SEARCH FOR COLLEGES

Applicants

Members

Recommenders

Email Address

Password

[Forgot your Password?](#)

Sign In

HELP CENTER

Go

CREATE AN ACCOUNT

Go



# Step 2- Enter the Common App by clicking on the “Common App” Tab

THE COMMON APPLICATION

CLICK ON THE "COMMON APP" TAB

Welcome, Matthew!  
First Year | CAID 10917447



Sign out

Dashboard

My Colleges

Common App

College Search

## Welcome!

Welcome to the Common App! The Common App dashboard is the central location to monitor your applications, including deadlines, requirements, and progress. The menu across the top will navigate you to different parts of the system to complete your application components.


- You can start answering application questions on the Common App tab
- You can add colleges on the College Search tab
- You can get help using the Help Center on the right side bar

**Once you have added colleges, you will see them displayed here on the Dashboard and be able to review requirements specific to each of them on the My Colleges tab.**

## Help Center

### School does not have my application

Once you submit your application and you see the green check on the dashboard, the school will h  
... [+]

[more] 

### Information on the Application Fee

For information on the application fee and how to make the payment, please review the video:

... [+]

[more] 

# Step 3- Complete the Education Section

Dashboard My Colleges Common App College Search

Common Application

- Profile
- Family
- Education**
- Testing
- Activities ✓
- Writing

**School**

**School lookup\***

West Morris Mendham High School  
65 East Main Street  
Mendham, NJ 07945  
USA  
Public  
CEEB Code: 310765

[Change](#) [Remove](#)

**Date of entry\***

September x 2010 x

**Is this a boarding school?\***

Yes

No

[Clear](#)

**Graduation date**

June x 20 x 2014 x

**Counselor's prefix\***

Mr.

**Counselor's first name\***

John

**Counselor's middle initial**

**Counselor's last name\***

McGoldrick

**BE SURE TO COMPLETE SCHOOL & COUNSELOR INFORMATION**

FYI- We do not release rank.  
Leave GPA and GPA SCALE blank.

▼ Grades

Class rank reporting

None x ▼

Graduating class size

340

Cumulative GPA

GPA scale

Select ▼

GPA weighting

Select ▼

[Back](#) **Continue**

Step 4- Click the College Search Tab and add any college to your list. Then click on the Dashboard tab and select the college. Once there click “Assign Recommenders”

The screenshot shows a web application interface with a navigation bar at the top containing four tabs: "Dashboard", "My Colleges", "Common App", and "College Search". Red arrows point to the "Dashboard" and "College Search" tabs. Below the navigation bar is a table with columns: "My Colleges (1)", "Deadline", "Application", and "Writing Supplement". The first row of the table is for "The College of New Jersey", with a minus sign under "Deadline", a yellow dot under "Application", and a red dash under "Writing Supplement". A trash icon is visible on the right side of the row. Below the table, the text "Term or Admission Plan Incomplete" is displayed. Underneath, there is a section titled "Application" with a yellow bullet point. This section contains three items: "Common Application" with a link to "Incomplete", "Member Questions" with a link to "Incomplete", and "Assign Recommenders" with a link to "Incomplete". A red arrow points to the "Assign Recommenders" link.

My Colleges (1)	Deadline	Application	Writing Supplement
The College of New Jersey	-	●	-

Term or Admission Plan Incomplete

- Application**
  - Common Application [Incomplete](#)
  - Member Questions [Incomplete](#)
  - Assign Recommenders [Incomplete](#)



# Step 5- Click on “Release Authorization” under FERPA

Dashboard My Colleges Common App College Search

The College of New Jersey

Questions

Assign Recommenders

Submission - Common App

[Manage Recommenders](#)

- **FERPA Release Authorization**  
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs. [release authorization](#)
- **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](#)
- ✓ **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 that can be completed on paper and mailed to each institution to which you apply. [offline form](#)

**Required: 0** **Allowed: 2**



# Step 6- Check the “I Have Fully...” then click “Continue”

## 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.

[Cancel](#)

[Continue](#)

### ✓ 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


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

[more] ➔


# Step 7- 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 it's time to go to Naviance!

## ✓ 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 that can be completed on paper and mailed to each institution to which you apply. [offline form](#)

**Required: 0**

**Allowed: 2**

# Step 8- Log in to Naviance and Click on “college I’m applying to”

family connection

home colleges careers about me

search for colleges:

 Go

MORE SEARCH OPTIONS >>

resources

- > [transcripts](#)
- > [test scores](#)

## my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)

Upcoming college visits

No upcoming visits.

## college research

- > [SuperMatch™ college search](#)
- > [college match](#)
- > [college compare](#)
- > [college lookup](#)
- > [college search](#)
- > [college resources](#)
- > [college maps](#)
- > [scattergrams](#)
- > [acceptance history](#)

# Step 9- Enter the same email address that you used to register for the Common Application.

home colleges careers about me

search for colleges:  
 Go  
MORE SEARCH OPTIONS >>

colleges I'm applying to

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

college research

- > [SuperMatch™ college search](#)
- > [college match](#)
- > [college compare](#)
- > [college lookup](#)
- > [college search](#)
- > [college resources](#)
- > [college maps](#)
- > [scattergrams](#)
- > [acceptance history](#)

### Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- **Step 1** - Create a Common App account on [Common App Online](#)
- **Step 2** - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

**Common App Email Address:**

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

**Tips to successfully match accounts:**

- Make sure you enter the **email address** that you chose for your Common App account.
- Make sure your **last name** matches on your Family Connection profile and your Common App account.
- Make sure your **first name** or **date of birth** matches on your Family Connection profile and your Common App account.

[Not Needed](#)

+ add to this list | request transcripts | view detailed status | compare me

# SUCCESS!!!!!!

## colleges I'm applying to

### Common App Account Matching - Complete

Your Common App account was successfully matched.

● FERPA Status: Waived

[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)



# Step 10- Submit Requests for Teacher Recommendations in Naviance

## Teacher Recommendations

[add/cancel requests](#)

Teacher	Status	Your Note
Francis Gavin	In progress	Thank you very much for writing my letter of recommendation! I really appreciate it and all that you have done for my academic career thus far. If there is anything more that you need please let me know! Thank you!
Roy Hamblen	In progress	Thank you very much for writing my letter of recommendation! I really appreciate it and all that you have done for my academic career thus far. If there is anything more that you need please let me know! Thank you!
Mark Lahey	In progress	Thank you very much for writing my letter of recommendation! I really appreciate it and all that you have done for my academic career thus far. If there is anything more that you need please let me know! Thank you!

*See your Counselor with any questions.  
You can also get Naviance assistance from  
Mrs. Taylor in the CCRC.*