

Instructions on How to Sync your Common App with Naviance

In order for teachers and counselors to upload letters of recommendation and supporting documents, you **MUST** sync your Naviance and Common App accounts.*

1. Log into your Common App
2. Complete the Education section of the Common App
3. Sign your FERPA Waiver in the Common App
4. Log into your Naviance Account
5. Click on Colleges I'm Applying To
6. This screen will pop up

colleges I'm applying to

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:	Date of Birth:	
<input type="text" value="Email used for Common App account"/>	<input type="text" value="09/11/2000"/>	<input type="button" value="Match"/>

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

[Not Needed](#)

7. Type the email that you used to sign up for the Common App and confirm your date of birth
8. Click Match
9. Once Matched-all colleges that you have put on your Common App should be under Colleges I'm Applying To, **SOME** colleges may not appear here, *like CUNYs and other big state schools*. Follow the instructions below to ensure WE know what schools you're applying to. If a school you plan on applying to is NOT in your Colleges I'm Applying To list, we will not know, and therefore not send out supporting documents.
 - i. In Naviance, click on Colleges I'm Thinking About
 - ii. Click the box to the left of the college that is not on the Common App

- iii. Click Move to Application List
- iv. Click the applicable fields

add colleges to which I am applying

Please confirm that you are actually planning to apply to the colleges you selected and add any additional information if necessary. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college.

Type	Transcript	College	I have submitted my application
Regular Decision	<input type="checkbox"/> request	Fashion Institute of Technology	<input type="checkbox"/>

- v. Click Add Applications

Remember, your college list needs to be finalized no later than December 4th, all applications should be submitted no later than December 20th. *We will freeze your Naviance accounts after December 20th, if you decide to add or delete a school after this date, you will need to email Ms. Stevenson AND Mrs. Marinello.*

**If the colleges you're applying to are not on Common App, you still need to create a Common App and sign the FERPA waiver in order for letters of recommendation and supporting documents to be sent.*