

Common App Account Matching

The Common Application is used by more than 900 colleges including DePaul, UIC, Columbia College, Purdue, Iowa, Indiana, Michigan and other popular schools.

- **ALL STUDENTS will be asked to open a Common application account, even if you will not be applying to a Common App school.**
- **YOU DO NOT need to complete the entire Common applications at this time, but must create the account and complete the FERPA waiver.**

Before a form (transcript, letter or recommendation from your teacher or counselor) can be submitted electronically to a Common App college via Naviance edocs, the student must complete the Common App Account Matching process in "Naviance Student".

If you wish to follow these instructions using a video, please log on to:

<http://www.screencast.com/t/gxEQkElyo1>

Step by Step Guide

Step 1: Open a web browser to www.commonapp.org

Step 2: If you have already registered for Common App, click "Apply Now" and enter your email address and password. If you have not yet registered, click on "Apply Now" then click the "First Year" student option.

Step 3: Enter the required email and password information and complete the registration information as required.

Now, follow these steps to complete your registration.

Step 1: Go to the Common App Tab and complete the **first page** of the profile. (Only sections marked with a are required).

- Then click on the "Education" section (left side) and select your current or most recent school by clicking "Find School".
- Select "**Lyons Township High School North Campus 142-483**"
- Date of Entry for most students: **August, 2017.**

Step 2: Go to the College Search Tab. Locate at least one college you are applying to. Click the + sign to add the college to your "My Colleges" list.

Step 3: Go to the “**My Colleges**” tab. Select the drop-down arrow at the right of the college name and go to the Recommenders and FERPA section.

- Click “Complete Release authorization”.
- Read and follow the prompts to complete the FERPA form
- Make sure you check: “**Waives right to view recommendations**” or your recommenders **will not** write the letter.
- **DO NOT** invite Recommenders through Common App. We use Naviance to send recommendations.

Once tasks are completed, you can match your Common App account to Naviance Student.

- Log into Naviance Student.
- Click the “Colleges I’m applying to” tab under “College”.
- Click “Match Accounts” button on the pink banner at top of page
- Enter the email address used for your Common app account.
- Verify your date of birth.
- Click “Match Accounts”

Once matched, you can request that your transcripts and supporting documents be sent to the schools listed on your Common App.

YOU
totally
GOT THIS