

The Common Application and Naviance*

1. Go to www.commonapp.org and register.
 - Enter your email address and password.
 - Remember this email address/password combination as you will need it in Step 4.
2. Before linking your *Common Application* and *Naviance* accounts you must complete the following initial tasks:
 - Go to the **Common App** tab and complete the questions in the **Education** section using the following information. (The section is complete when a green check mark appears)
 - Pine View school code is: **101577**
 - The Pine View Graduation date is **May 20th, 2018**
 - Enter your Counselor's name, email address, and phone number: **Lance Bergman, lance.bergman@sarasotacountyschools.net, (941) 486-2001**
 - A CBO is a "community based organization". Has anyone from a CBO has provided FREE assistance in your application process? (likely "no" for most of you).
 - In the "Grades" section:
 - Report "none" for Class Rank reporting
 - Graduating class size: **188**
 - Enter your Cumulative GPA (weighted GPA)
 - GPA scale = 4
 - GPA weighting = Weighted
 - Enter all of your current year courses. The credit value is 1 for a year-long class and .5 for a semester-long class (we are semester-based).
 - Enter any honors you have received.
 - Indicate what your career interest is and what level of degree you plan on earning.
 - Add at least one college to your **My Colleges** list.
 - Sign the FERPA Release Authorization (See the FERPA waiver information sheet).
 - After at least one college is added, view it on the Dashboard.
 - Click the arrow next to the college to view a list of application requirements
 - Click on the "incomplete" button next to **Assign Recommenders**.
 - Complete the steps to sign the FERPA Release:
 - Check the authorization box for FHS to send your records.
 - Click (or not) the "*I waive my right to review all recommendations and supporting documents submitted by me or on my behalf*" Check that you understand that the waiver pertains to all colleges to which you apply.
 - Sign, date, and submit.
 - You cannot change your FERPA statement later so please click the appropriate box!
3. Complete the account matching process in your *Naviance* account.
 - The *Common App* matching page appears on your *Naviance* **Colleges I'm Applying To** page.
 - Enter the email address you used on your *Common App* account and click **Match**.
4. Manage your **Colleges I'm Applying To** list in *Naviance*.
 - Review your college list in *Naviance* and make certain all colleges to which you are applying appear (your *Naviance* list must match your *Common App* college list).
 - If appropriate answer YES to the question *Applying via Common App?*
 - If you are applying to any non-Common App colleges, add them to your college list at this time.

*Ignore these instructions if you are not using the *Common Application*!

