**The *Common Application* and *Naviance***

1. Go to [www.commonapp.org](http://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, 2017
	+ 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 year­long class and .5 for a semester­long 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.