**Completing the *Common Application* and Matching it with *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 in the *Common Application*:

* 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 27, 2022 (For now please use this date-last day)
  + Enter your Counselor’s name, email address, and phone number: Lance Bergman, [lance.bergman@sarasotacountyschools.net](mailto: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:
    - Graduating class size: 210
    - Report “none” for Class Rank reporting. We do not rank
    - Enter your Cumulative GPA (use your *weighted* GPA)
    - GPA scale = 4.0 (*not* 5.5)
    - 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 (when asked we are *semester-based*)
  + Dual Enrollment and college coursework count as 1 full year-long credit
* Add at least one college to your **My Colleges** list
* FERPA Release Authorization (Review the FERPA waiver information):
  + 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
  + Complete the steps to sign the FERPA Release:
    - 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. Simply go to your Naviance account and click on **Match**

4. Curate your **Colleges I’m Applying To** list in *Naviance*

* Make certain *ALL* colleges to which you are applying appear
* Select the appropriate application deadline
* 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

**\* Tutorial** <https://www.hobsons.com/resources/how-to-match-your-common-app-and-naviance-accounts/>