

Completing the *Common Application* and Matching it with *Naviance**

1. Go to www.commonapp.org and register
 - Enter your email address and password
 - Remember this email address/password combination
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 both the **Profile** and **Education** sections 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 19, 2024**
 - In the “Grades” section:
 - **Graduating class size: 156**
 - 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 year-long class and .5 for a semester-long class (when asked we are *semester-based*)
 - Dual Enrollment and college coursework count as 1 full year-long credit
 - Go to **College Search** and add at least one college to your list
 - Go to **My Colleges** and select a college.
 - Under the **Recommenders** section complete the FERPA Release Authorization (Review the FERPA waiver information). Please do this whether you need a recommendation or not:
 - 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. FINAL STEP! Complete the account matching process in your *Naviance* account. Go to *Naviance*
 - The *Common App* matching page appears on your **Colleges I’m Applying To** page. Enter requested information 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

* Video Tutorial

https://www.google.com/search?q=how+to+match+naviance+common+app&rlz=1C1GCEW_en&oq=how+to+match+naviance+common+app&aqs=chrome..69i57j0i22i3014j0i390i650.6940j0j4&sourceid=chrome&ie=UTF-8#kpvalbx= HazPZLzkG-mOwbkPqNS80AE_40