# SchooLinks College Application Manager

Dear Pine View Class of 2025,

We are excited to introduce *Schoolinks*, our new, district-based college application platform. *Schoolinks* will be replacing our previous program, *Naviance*, for the upcoming application cycle

*Schoolinks* is a web-based program accessible from your MySCS account. Students are required to use the *Schoolinks* **College Application Manager** during the college application process in order to manage and track communications between Pine View and college admissions offices. This includes sending official transcripts, letters of recommendation, and other school-related materials.

This program also allows students to explore their learning styles and career interests and to research and match with colleges aligned with their interests and goals.

The *Schoolinks*' **College Application Manager** provides an easy way to keep track of the application steps and materials required to complete your college applications. PLEASE NOTE that *Schoolinks* is NOT an application portal. Your actual applications will submitted using an online platform offered by the colleges to which you are applying. In most cases this will be the *Common Application*.

Beginning August 12, 2024, you will be able to sync/link your *Common App* and *SchooLinks ac*counts. This will allow you to manage your application requests. You may create your *Common App* account and begin your actual application now.

The accompanying guide with screenshots will provide you with clear instructions on how to use *SchooLinks* and the **College Application Manager** to fulfill all requirements and track your applications.

If you have any questions regarding how to use *Schoolinks* and the **College Application Manager** please feel free to reach out. I will be meeting with the Senior Class to review the basic functions of this new system and other important information regarding the college application process and timeline. I look forward to seeing you all very soon!

Sincerely,

Mr. Bergman

# SchooLinks Student College Application Manager Guide



## Logging in to SchooLinks

You may log in to SchooLinks through your MySCS account and clicking on <u>the green Schoolinks tile</u>



The following guidebook outlines steps to add your college applications, request necessary materials incluidng transcripts and recommendations, and track those requests.

Activities for the Summer leading to Senior Year: College Exploration Pre-Work				
Complete surveys and career interest inventories. Start exploring and shortlisting colleges that align with your interests and goals.				
College Application Manager Set-Up	<u>Common App</u>			
Students must set-up College Application Manager by entering personal details, determining fee waiver eligibility, and signing the FERPA waiver prior to adding any college application.	Common App allows students to apply to multiple colleges with a single application. The Common App account MUST be connected to SchooLinks.			
Adding Applications	Application Requirements			
All Common App applications will appear in your Schoolinks College Application Manager once your CommonApp and Schoolinks accounts are 'synced.' Non-Common App applications must be added manually to your College Application Manager.	The Application Requirements page allows you to track the progress of your application materials including the Student Checklist, Teacher Recommendations, and Counselor Documents			
RecommendationsYou may complete a Brag Sheet to showcase any accomplishments you would like to share with your teacher recommenders. This is unnecessary if you have already shared your Academic/ Extracurricular ResumeCounselor Recommendations and other school documents are requested automatically in SchooLinks.	<b>Transcripts</b> Transcripts are automatically requested in SchooLinks once a college is listed as Submitted in the Submission Tracker. You must also complete a green Transcript Request form for all colleges.			
Teacher Recommendations and Outside Recommendations must be requested by students.	1			

Starting August 1st, you may begin working in your **Common App** account. By August 12th you will have full access to the **College Application Manager** tab in *SchooLinks*. Follow the steps in this guide to set up your **College Application Manager**.

# **Setting Up College Applications**

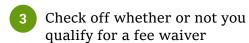
Upon first accessing College Applications, you will be taken through a three-part setup process.

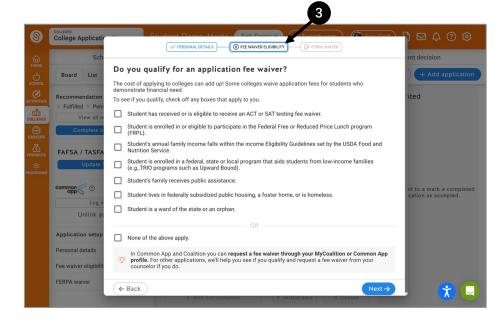
#### Part 1: Personal Details

- 1 Select College Applications from the Colleges menu list
- 2 Enter birthdate and home address

9	COLLEGES College Application Manager	Student Demo Mode	Corf) 🗋 🗹 🗘 🗿 🤤
		PERSONAL DETAILS     O FEE WAVER ELISIBILITY     DY FEEDA WAVER	ent decision + Add application
	Fulfilled 0 Pend     View all re     Complete by     Home ad     Use the sa	/YYY and the set of th	
	Common of the co	s your counselor needs to send to colleges. Apt, suite, etc (optional)	ult to a mark a completed
	Log in Unlink ac Application setup	Zip/postal code     Toyou add or update your address here. SchooLinks will update the address for your account.	ication as accepted.
	Personal details Fee waiver eligibility		
	FERPA waiver		«.→)

#### Part 2: Fee Waiver Eligibility

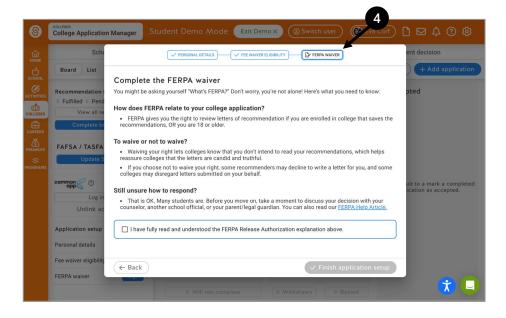




#### Part 3: FERPA Waiver

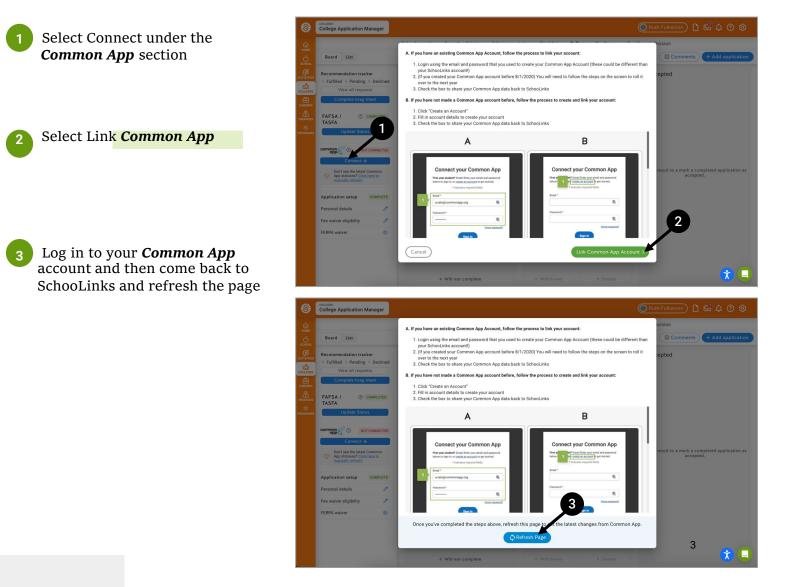
4 Complete the FERPA Waiver

**\*Note:** You must complete the FERPA waiver in SchooLinks to ensure SchooLinks and the District is compliant with FERPA when sending teacher and counselor recommendations



## Linking your Common App to SchooLinks

After completing the **College Application Manager** setup, if you are applying to colleges via **Common App**, you MUST link your **Common App** account to *SchooLinks*.

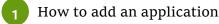


If you are sending applications via *Common App*, once you link your *Common App* account, ALL colleges in your Common App list will automatically populate in *SchooLinks*.

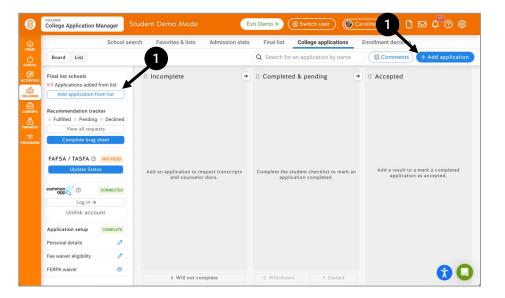
If you are also sending applications outside of *Common App*, you <u>MUST</u> add these applications to your *SchooLinks* **College Application Manager list** manually (see below).

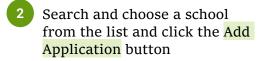
# **Adding Applications & Selecting Application Details**

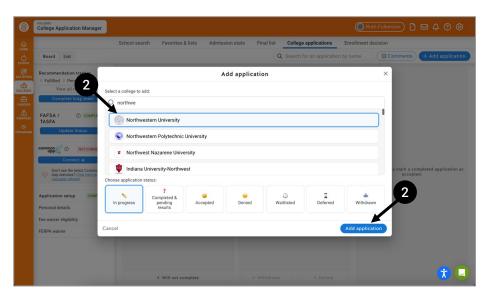
#### Add an Application



- Add application from list button
- + Add application button







When adding the application, make sure to add it as **"In Progress".** Once you have submitted your application please select the **"Completed & Pending"** option.

# SchooLinks Student College Application Manager Guide

To start tracking a college application in your **College Application Manager**, you must set up the application, add your student checklist items, and add all the requirements. Requirements are items which are needed by the institution to consider your application complete. You cannot submit these yourself. These items include transcripts and letters of recommendation.

#### **Update the Application Details**

Once you have selected a school from the list, you will need to update the application details.



Click Save Application

Remember to also update the Application Details for the applications that were automatically added by the *Common App* integration.

8	recurses College Application Manager				O Ruth Fulkerson     D      S     C
(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	cha la companya da companya		rthwestern Univers Application Info		
		Application status: 📏 In Progre	255	1	
		We've added the application method, app option you're looking for, let us know in th	Acation type and document destinations the chat.	n available for this college. If you can't find the	
		Application Method			
		common S	COALITION NOT COLLEGE	ULENTALISE	
		Application Type		×	
		Early Decision Nov 1		Regular Decision Jan 3	
		Application deadline Nov 1		Ū.	
		Doc Destination			
		This college is In-Network. We'll make	e sure your materials are sent e	lectronically where they need to go.	
		Program Name (Optional) Fill this in if you're applying to a program that req Program name	sures a different application.	р	
		Student requirements Select any of the following that apply to this appli- mind.	ication. You can always add or remove	from the student checklist later if you change you	
		Financial aid			
		Applying for Financial Aid?	FSA submission required?		
		Scores and performance			2
		I will be submitting test scores al	long with my application to t	his institution. Optional ①	
		I will be submitting a Self-Report this institution.	ed Academic Record (SRAR)	along with my application to option	
		🔅 SchooLinks does not submit any test sco	res or reports on a student's behalf.	×	
				✓ Save Application	
					•••

#### **Application Details Fields**

- **Application Method**: How you will be submitting this application. If you plan on submitting an application with the Common App you must sync your Common App to SchooLinks first.
- **Application Type**: Select your application deadline from the list ( i.e. Regular Decision, Early Decision or Early Action). Verified options will have the deadline filled in. For Unverified options, you'll have to find the application deadline on the college's website and enter it.
- **Program Name (Optional):** Only fill in this field if you're applying to a program that requires a different application.
- **Student Requirements**: Add items you will be working on outside of *SchooLinks* (FAFSA submission, test score submission via ACT or College Board, transcript submission if it's a self-reporting school). This will allow you to have one place to track these items!
  - **Financial Aid Requirements:** Leave both options blank if you will NOT be applying for financial aid.
  - **Scores and Performance Requirements:** Leave both options blank if you will NOT be submitting test scores as part of your application.

## **Application Requirements**

Once you save an application, you can start tracking your application requirements and your counselor will be able to prepare and submit application materials.

8	College Application Manager					🔞 Ruth Fulkerson 🗋 🛃 🗘	@ Ø
ACTIVITIE COLLEGES CAREERS	A CON	Application status:	Admissions Ap	stern Univer	rSity > Financial Aid		Ť
FINANCES		Method QuestBridge	Туре Early Decision	Deadline Nov 01		nation etwork	
	STUDENT CHECKLIST		TEACHER RECOMMEN	DATIONS		COUNSELOR DOCUMENTS	
	Submit Application Submit your application forms and any required essays		Remember to update y with your teachers bef on SchooLinks.	your student profile a ore adding them as	and communicate a recommender	We've researched what documents are required automatically requested them from your counse	and elor.
	out in your approaction forms and	any required coodys.	1 Required • 2 Opti	onal		Transcript	3
	Financial Aid Application	Instructions from college: At least one teacher recommendation		Added 03/21/2024 as preset			
	school.		Add Recomm	mender	Required ()	Counselor Recommendation (General)  Added 03/21/2024 as preset	3
	Hew Student	Requirement	Contraction			Added 03/21/2024 as preset	
			⊕ Request	Feacher Recomm	endation		
							20

On the Application Details page, you will see all application documents including the Student Checklist, Teacher Recommendation requirements, and Counselor Documents.

#### **Application Requirements Sections**

- **Student Checklist** A list of the requirements that you are responsible for **OUTSIDE** of SchooLinks, like submitting the application, filling out FAFSA and sending test scores. Check the box once tasks are completed.
- **Teacher Recommendations** The number of required & optional recommendations will be listed. You will click on Add Recommender to request a teacher recommendation.
- **Counselor Documents** These are requirements that your counselor will submit on your behalf to the college, such as transcripts and recommendations. **Documents are automatically requested when you set up an application in the CAM and are submitted once you apply**

#### **Application Status and Results**

- Once you have completed all of the items in your Student Checklist and submitted your application, be sure to change your Application Status to "Completed" in *SchooLinks*.
- When you receive a decision from the college, update your Application Result based on the decision you received.
- After you make an enrollment decision, remember to indicate where you will be enrolling on the Enrollment Decision tab of **College Application Manager**. Upon confirming enrollment, a report will be populated for final transcripts to be sent.



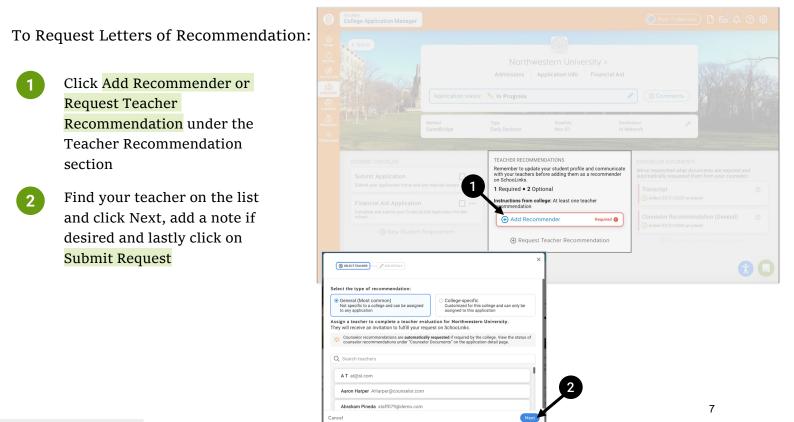
### **Completing your Letter of Recommendation Brag Sheet**

- You may complete a Brag Sheet for your recommenders. This is unnecessary if you have already shared your Resume
- Complete the form and click Submit

	Favorites & lists Admission stats Final list College applications Enrollment decision
Board List	
Final list schools 5/8 Applications added from list Add application from list	2 Incomplete → 0 Completed & pending → 0 Accepted Edit an application below to request recommendations or update
Recommendation tracker • Fulfilled 2 Pending • Declined View all requests	Student Brag Sheet ×
Complete brag sheet	What career goals or career areas of interest are you pursuing in the future?
FAFSA/TASFA ⑦ FILED & WAITING Updated 08/02/23 by Michael Discenza	
Application setup COMPLETE	List any academic coursework that support your future plans:
Fee waiver eligibility 🧷	

### **Requesting Letters of Recommendation**

When requesting letters of recommendation, be sure to ask your recommenders if they are willing to write for you, *prior* to entering the request in *SchooLinks*. Let recommenders know they will receive an email with a link to fulfill the recommendation in *SchooLinks*. Be sure to send your recommenders a written thank you note.



### **Other Notes on Recommendations**

name

- You need to repeat the process of adding recommendations for each college
- **Counselors Recommendations -** These are automatically requested in *SchooLinks*. • Your counselor (Mr. Bergman) will complete the required recommendation by the deadline indicated in the application type. You may view the status under "Counselor Documents" on the application detail page.
- Outside Recommendations These must be requested separately in Schoolinks under "Other Recommenders." You will be asked to invite them by providing their contact information (email).

# How to View College Application Transcript Requests

College Application Transcript Requests are automatically requested once you add a college to your College Application List.

Review transcript requests for any added application via the pencil icon next to the college + Add applicat 1 B Lehigh University egular Decision | Jan 0/3 📫 0/1 common Rice University egular Decision | Jan 4 0/3 10/2 Ursinus College egular Decision | Feb common 0/1 Virginia Tech 🦉 🗄 Regular Decision | Jan 15

Initial & Mid-year Transcripts: On the application details page, you will notice that other required counselor documents will also be auto-requested. This includes both the initial and mid-year transcripts and reports. You do not have the ability to change the counselor requirements. You may reach out to your college counselor if there is something you would like added to the list.

# SchooLinks Student College Application Manager Guide

2	For <b>Non-Common App</b> applications, you will see a Transcript request.	HOME SCHOOL ACTIVITIES	University of Virginia-Main Campus > Admissions Application Info Financial Aid Application status: In Progress						
	For schools that require it, you will also see a Mid Year		Method Type Deadline Destination QuestBridge Regular Decision Jan 05 In Network						
	Transcript request.	PROGRAMS	STUDENT CHECKLIST         TEACHER RECOMMENDATIONS         COUNSELOR DOCUMENTS           Submit Application          Remember to update your student profile and communicate with your teachers before adding them are recommender on Schoolinus.         Counselor, not						
			ressays     1 Required + 1 Optional     Transcript     Image: transcript						
			We've extended our current test-optional practice for two years. If youre applying for admission for Fall 2025, you like the choice of sharing or not sharing results from the SAT and ACT Whichere rath you choose, we'll consider						
3	For <b>Common App</b> applications, you will see a School Report request which includes the Initial		your application with care and respect, and you work to disadvantaged because of the choice you're made. Regardless of whether you think you're made. Regardless of whether you to take either or both exams, at least once. Although you're mode, that any one tests, and we say, either of these tests may help you identify strengths you whether you choose VAX or some either school, we want you to be ready for the challenges and the opportunities that await you.						
	Transcript.		College Application Manager Student Demo (Exit Demo X) (@ Switch user) 🛞 Eva Corf) 🗋 🖂 🗘 😨 🍪						
	For schools that require it, you will also see a Mid Year		Lehigh University > Admissions Application Info Financial Aid						
Report request.		ACTIVITIES	Application status: In Progress						
		COLLEGES	Method Type Deadline Common App Regular Decision Jan 01						
	Status Icon Key:	FINANCES	STUDENT CHECKLIST TEACHER EVALUATIONS COUNSELOR DOCUMENTS						
	(+) Requested		Test Scores All required documents are determined by Common App and automatically requested from counselors. Students must contact their counselors. Students must contact their counselor school.inks.						
	H Requested		Add Recommender Required      Add Recommender      School Report (General)     O     Added 08/17/2023 as preset						
	🕥 Fulfilled		App Complete on Common App → 3 Counselor Recommendation (General) ∂ Adad 08/17/2023 as preset						
	Sent		Financial Aid Application						
	-		New Student Requirement     O Request Counselor Document						

**Final Transcripts:** Final transcripts are auto-requested after indicating your enrollment decision in the Enrollment Decision tab at the top of the the **College Application Manager**. These are sent via the Registrar after final grades are posted (after graduation). You will verify this information in the Senior Year End Activity before graduation.