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!
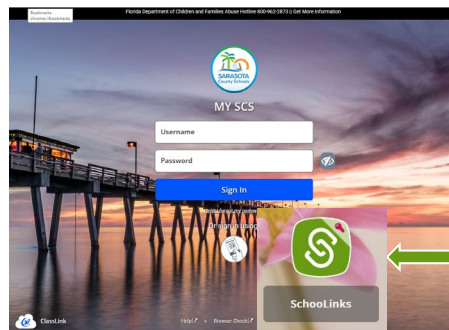
Sincerely,

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 the green Schoolinks tile

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	**Common App**
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
Recommendations	**Transcripts**
You 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 Resume Counselor Recommendations and other school documents are requested automatically in SchooLinks. Teacher Recommendations and Outside Recommendations must be requested by students.	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.

SchooLinks Student College Application Manager Guide

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

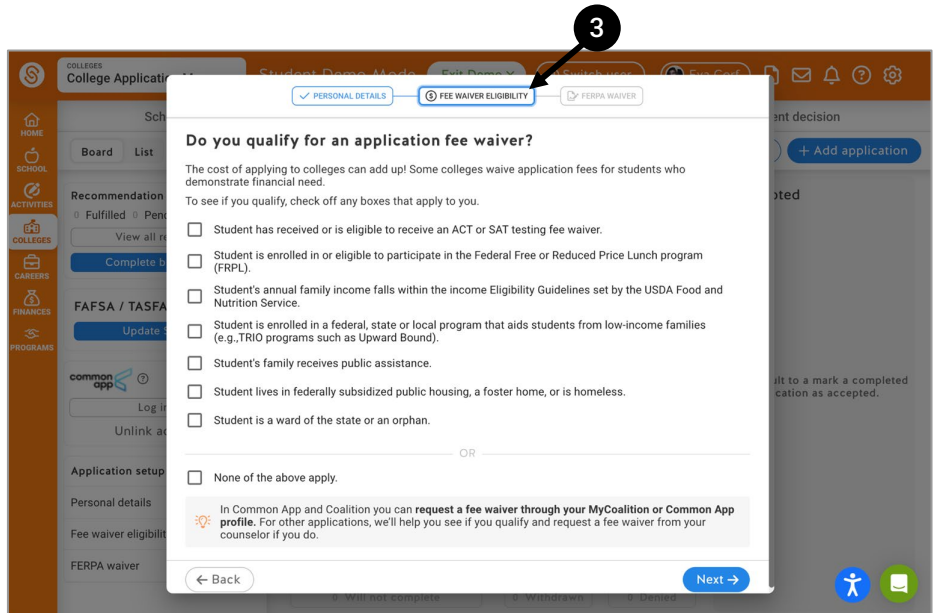Upon first accessing College Applications, you will be taken through a three-part setup process.

Part 1: Personal Details

1 Select College Applications from the Colleges menu list

2 Enter birthdate and home address
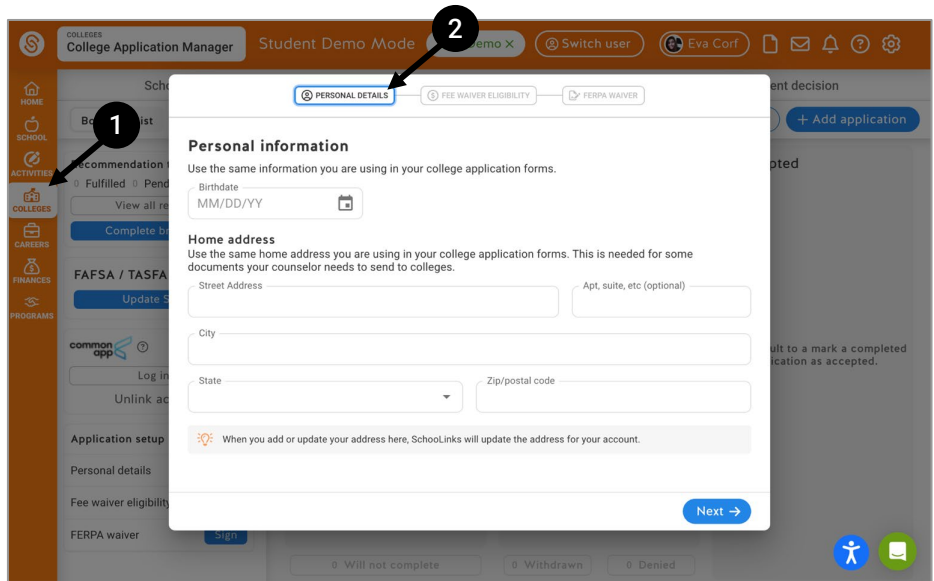
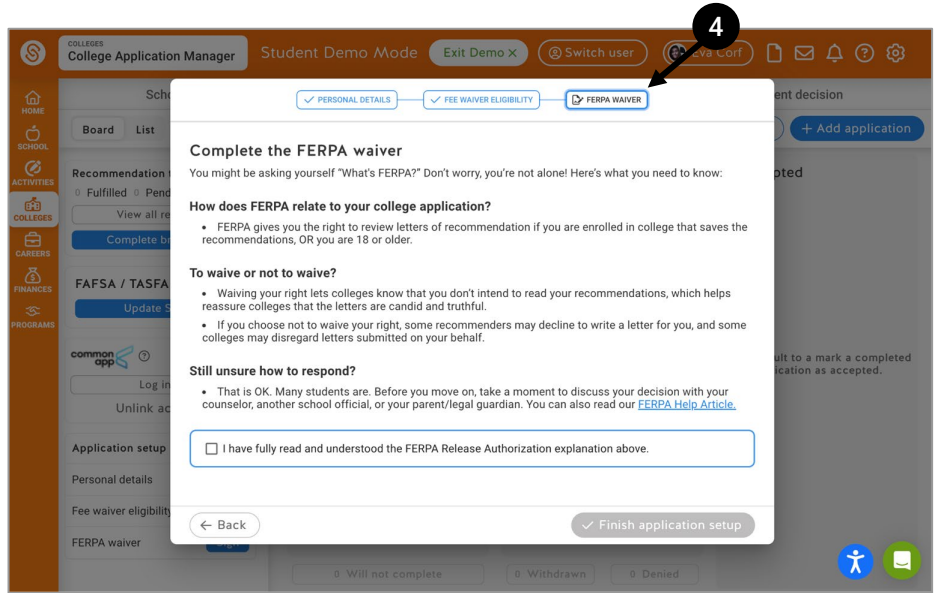### Part 2: Fee Waiver Eligibility

3 Check off whether or not you qualify for a fee waiver

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
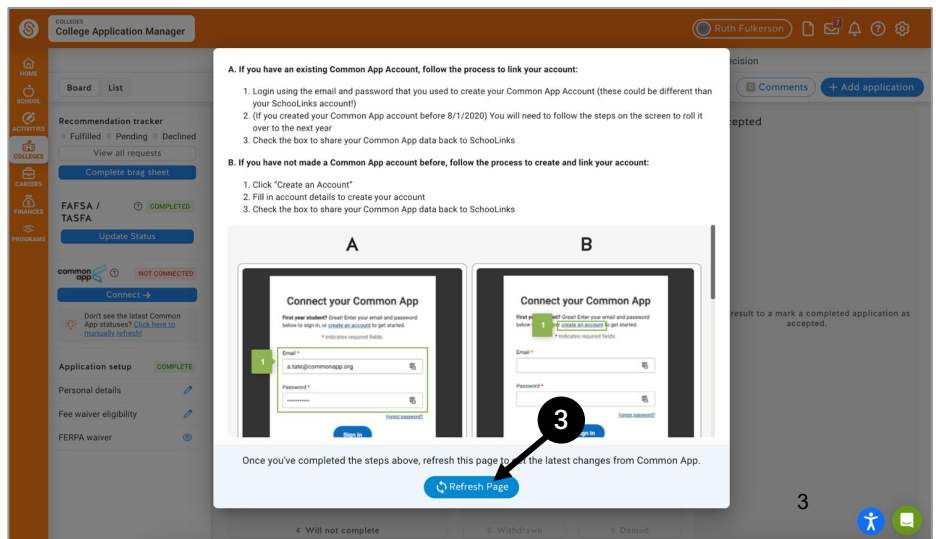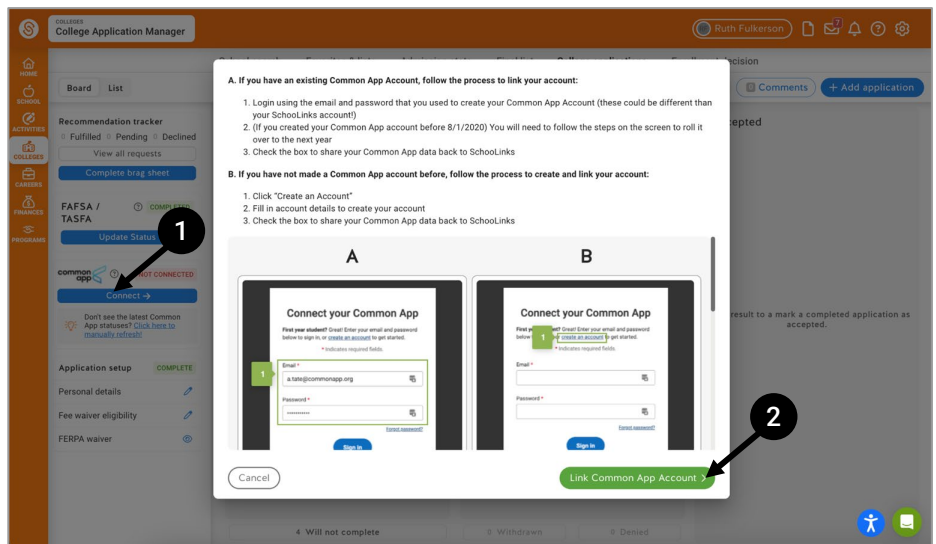

Linking your *Common App* to SchooLinks

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*.

1 Select Connect under the *Common App* section

2 Select Link *Common App*

3 Log in to your *Common App* account and then come back to SchooLinks and refresh the page

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*.
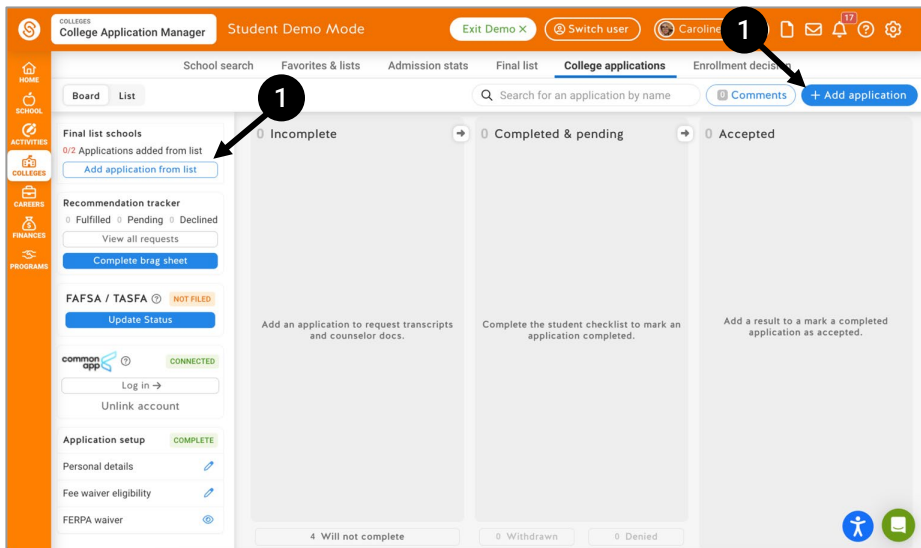
If you are also sending applications outside of **Common App**, you **MUST** add these applications to your *SchooLinks* **College Application Manager list** manually (see below).
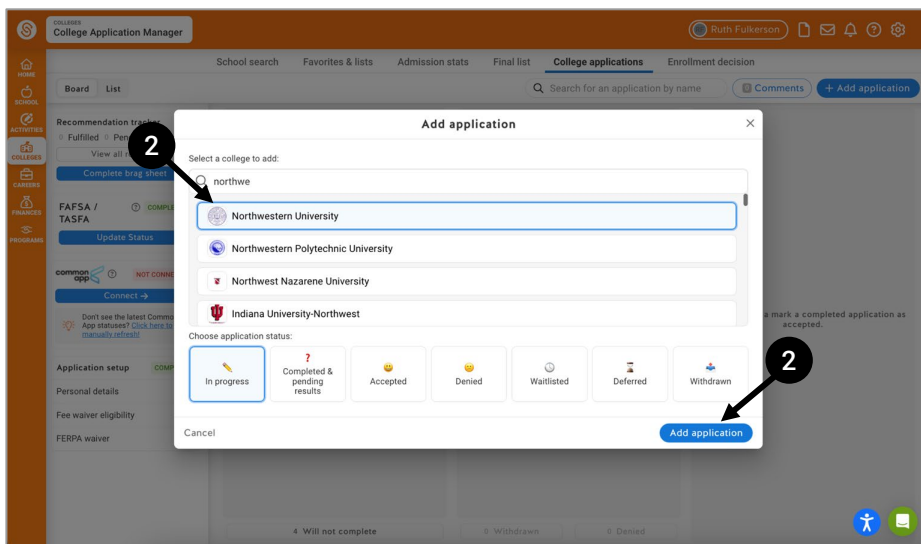
Adding Applications & Selecting Application Details

Add an Application

1 How to add an application

- Add application from list button

- + Add application button

2 Search and choose a school from the list and click the 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

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

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

2 Click Save Application
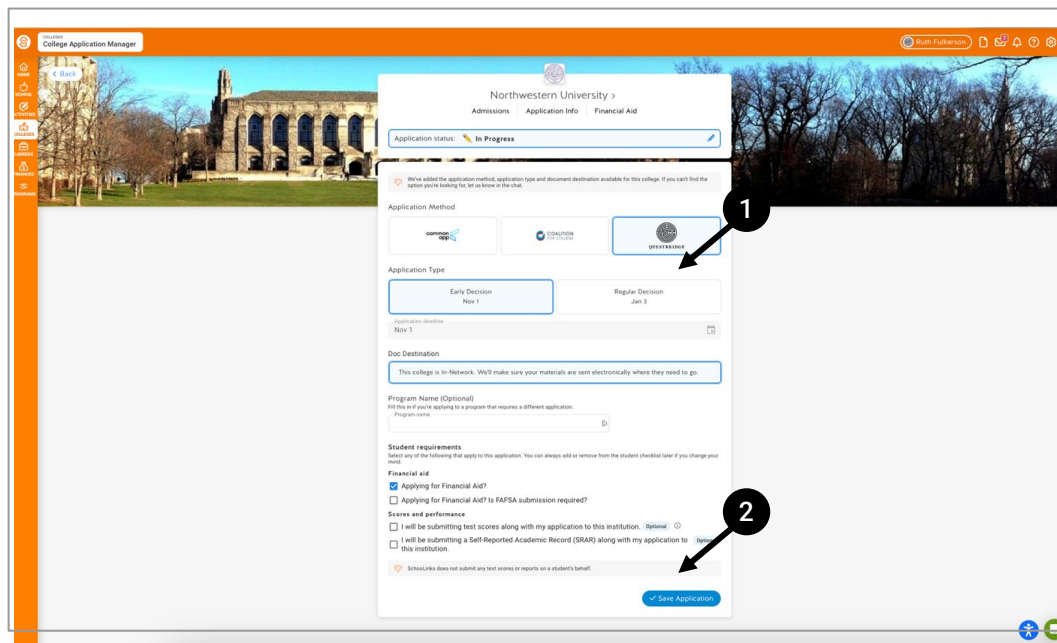
Application Details Fields

- **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.

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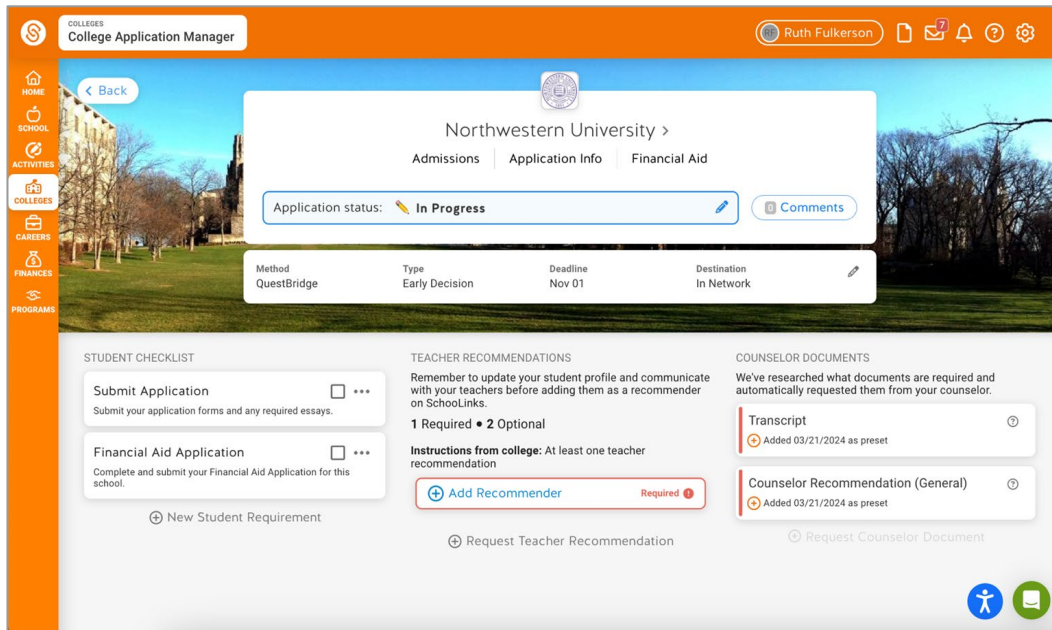
On the Application Details page, you will see all application documents including the Student Checklist, Teacher Recommendation requirements, and Counselor Documents.

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

1 You may complete a Brag Sheet for your recommenders. This is unnecessary if you have already shared your Resume

**2** Complete the form and click Submit
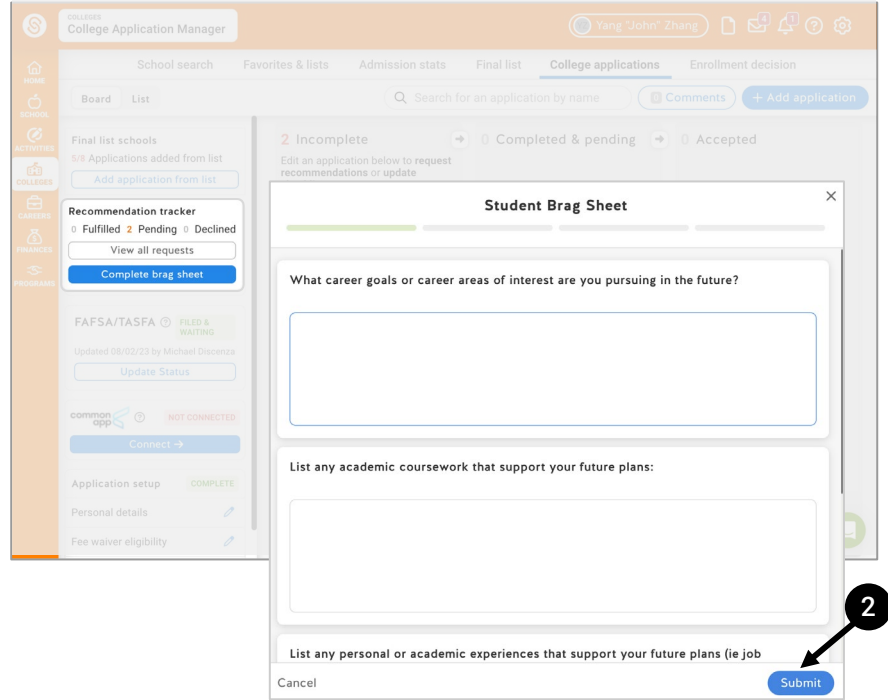
Requesting Letters of Recommendation

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.

To Request Letters of Recommendation:

1 Click Add Recommender or Request Teacher Recommendation under the Teacher Recommendation section

2 Find your teacher on the list and click Next, add a note if desired and lastly click on Submit Request
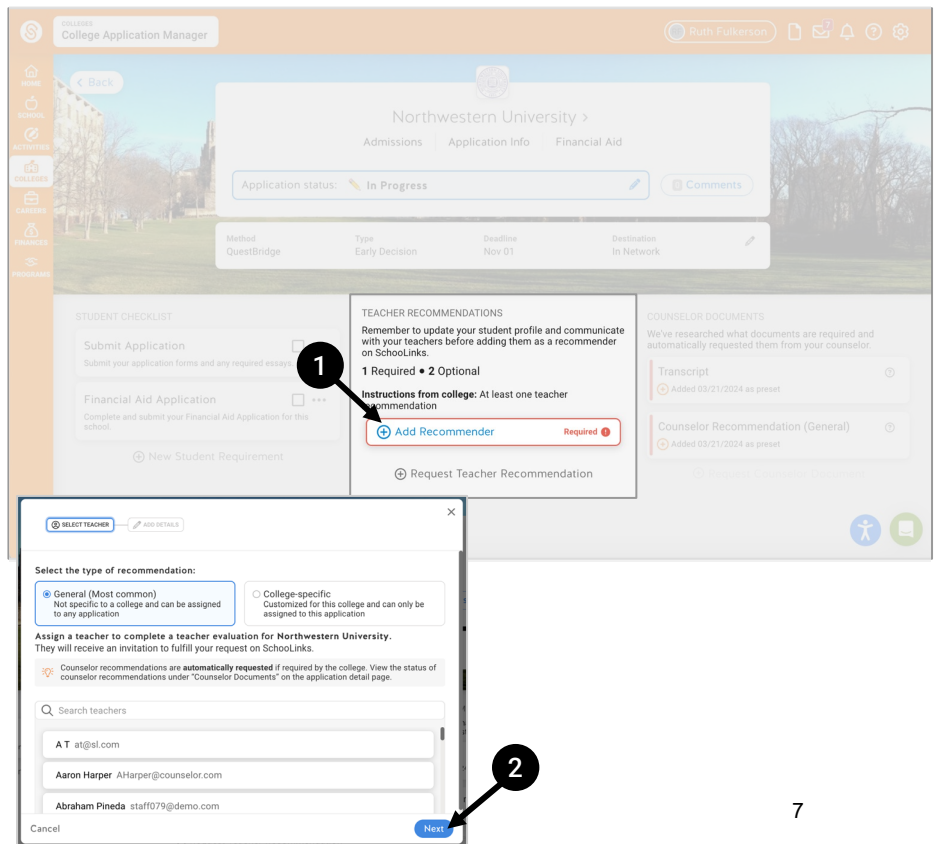
Other Notes on Recommendations

- 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.

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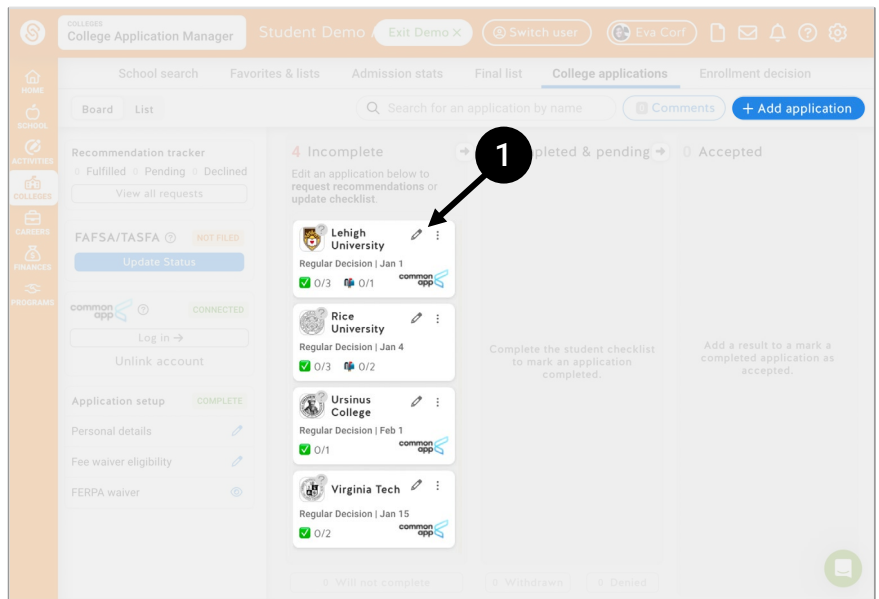
Initial & Mid-year Transcripts: On the application details page, you will notice that other required counselor documents will also be auto-requested. This includes both the initial and mid-year transcripts and reports. You do not have the ability to change the counselor requirements. You may reach out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

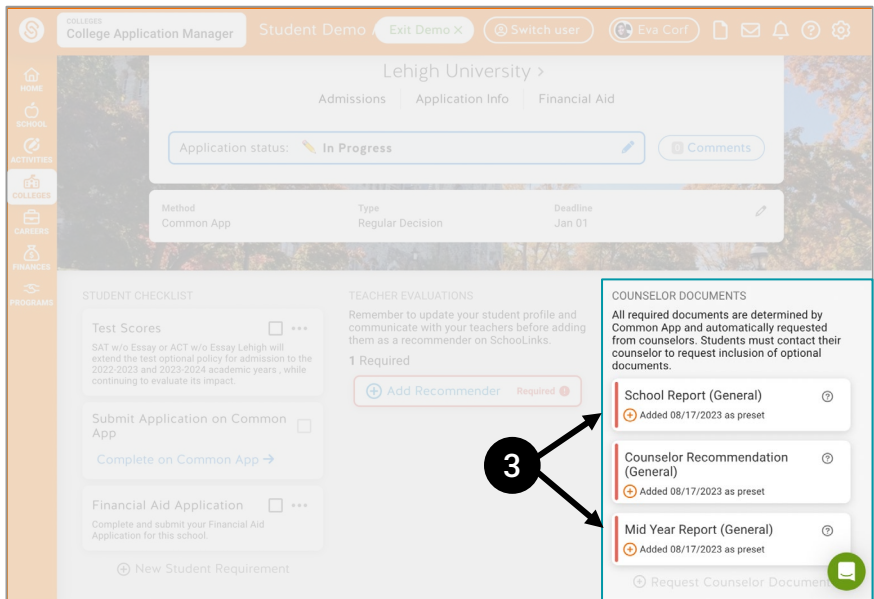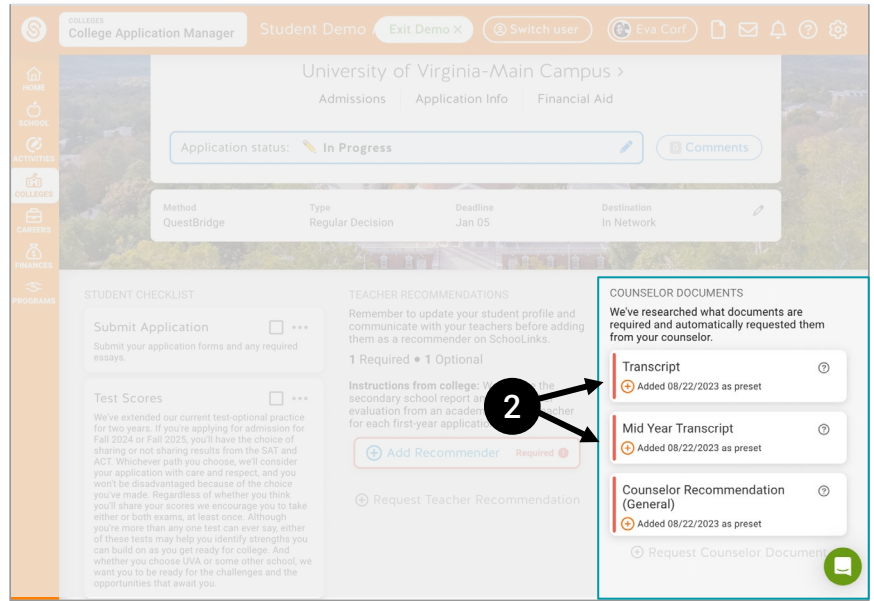**2** For **Non-Common App** applications, you will see a Transcript request.

For schools that require it, you will also see a Mid Year Transcript request.

3 For *Common App* applications, you will see a School Report request which includes the Initial Transcript.

For schools that require it, you will also see a Mid Year Report request.

Status Icon Key:

⊕ Requested

⬆ Fulfilled

➡ Sent

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.