Matching Naviance to Common App

- 1. Make sure you have colleges listed in your Naviance ("Colleges I'm Applying To" section) and Common App.
- 2. On the Common app click on the "My Colleges" tab at the top.



3. Then click on "Recommenders and FERPA."



4. Then click on "FERPA Release Authorization." A screen will pop up.



5. Complete the authorization form - you must waive your right to view recommendations or your teachers will NOT upload letter to Naviance.



6. Finally go back to Naviance and go to "Colleges I'm Applying To" and click the "Match Accounts" button at the top of the screen.

Naviance Student	Home Colleges Careers About Me My Planner
Colleges I'm applying to	Search for colleges
It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.	Match Accounts
	Manage Transcripts at Compare Me

7. It will take you to another page. Scroll down so you see the screen like this. Type in the same email address you use for your Common App account in the box that says "Common App Email Address." Then type in your birthday and click "Match Accounts."

matched.	•
Get Started with Common App	TIPS
 Create a Common App account on Common App Online Sign the Common App (CA) FERPA Waiver on Common App Online Match Your Accounts 	 These tips will help you successfully match your accounts. Mark sure you use the email address that you chose for your Common App account Make sure that last name on your Naviance Student account matches the last name you used to create your Common App account.
Tell us the email address you are using for Common App and your date of birth. Common App Email Address	 Make sure the date of birth on your Naviance Student account matches the date of birth on your Common App account.
Date of Birth 09/05/1996	
Match Accounts	I don't need this

For a step by step guide, feel free to watch the following YouTube Video: <u>https://www.youtube.com/watch?v=MZ1QWiBjLNo</u>