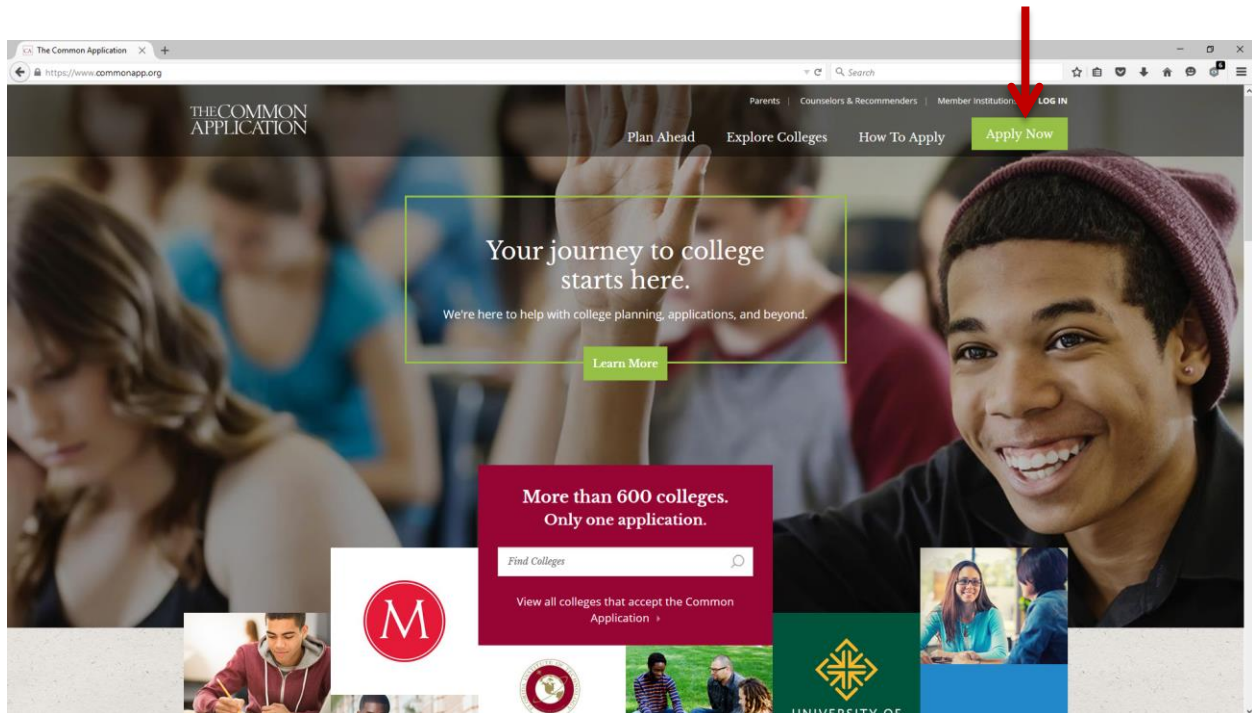
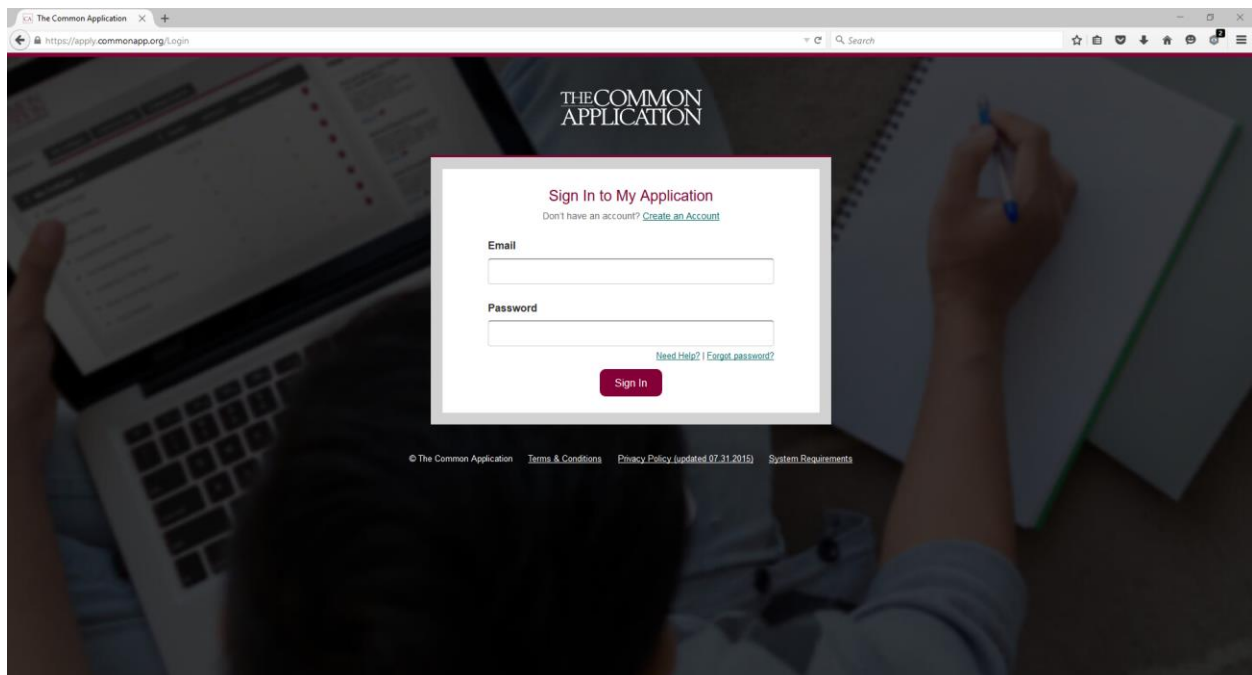


How to complete the COMMON APPLICATION and send a “recommender” link to a teacher.

1. Go to commonapp.org and choose Apply Now



2. Create an account by typing in your Email and Password



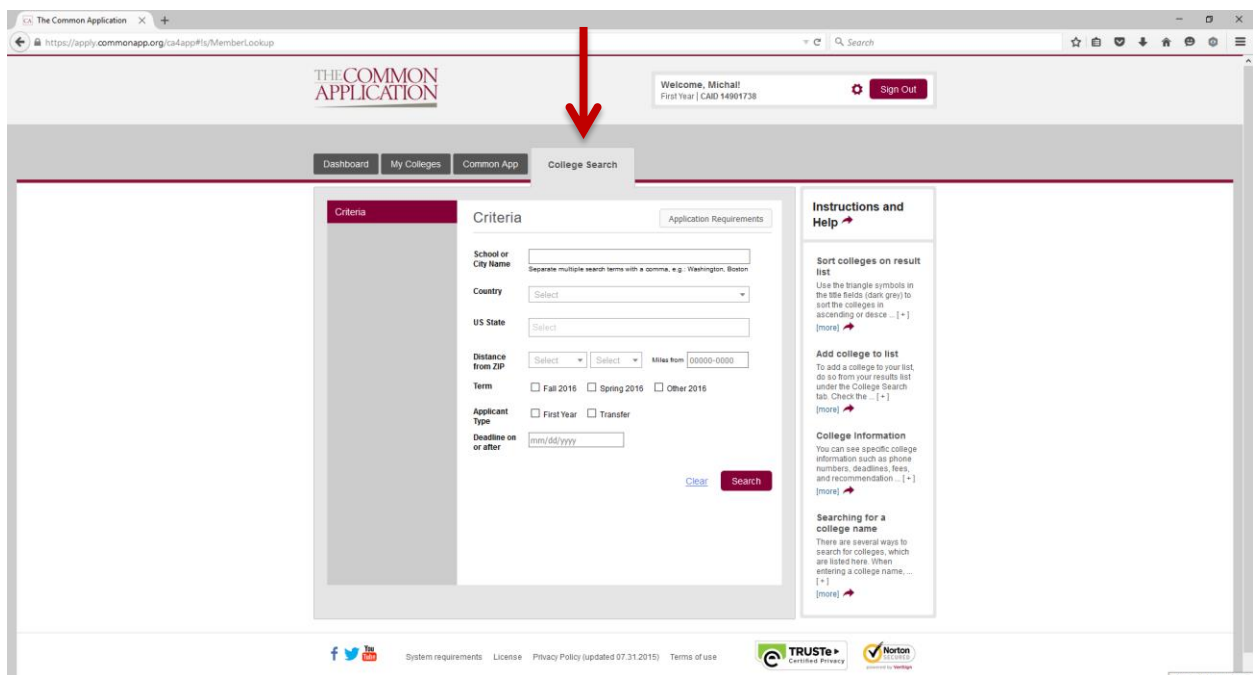
3. Next, complete all of your personal details

The screenshot shows the 'Account Creation' page for the Common Application, specifically the 'Registration Information' step. The page is titled 'Account Creation' and has two steps: '1. Login Credentials' and '2. Registration Information'. The user is prompted to 'Enter name exactly as it appears on official documents. Do not use nicknames.' The form includes fields for 'First given name', 'Last family/surname', 'Address', 'Sex' (Male/Female), 'Phone', and 'Date of birth'. There are also radio buttons for 'I am applying as' (First-Year Student/Transfer Student) and checkboxes for 'The colleges that I am considering for application may communicate with me by email prior to submission of my application' and 'By checking this box, you represent that (i) you are age 13 or older and (ii) you have read, understood and agreed to the terms and conditions of the License Agreement and Privacy Policy'. A 'Create' button is at the bottom right.

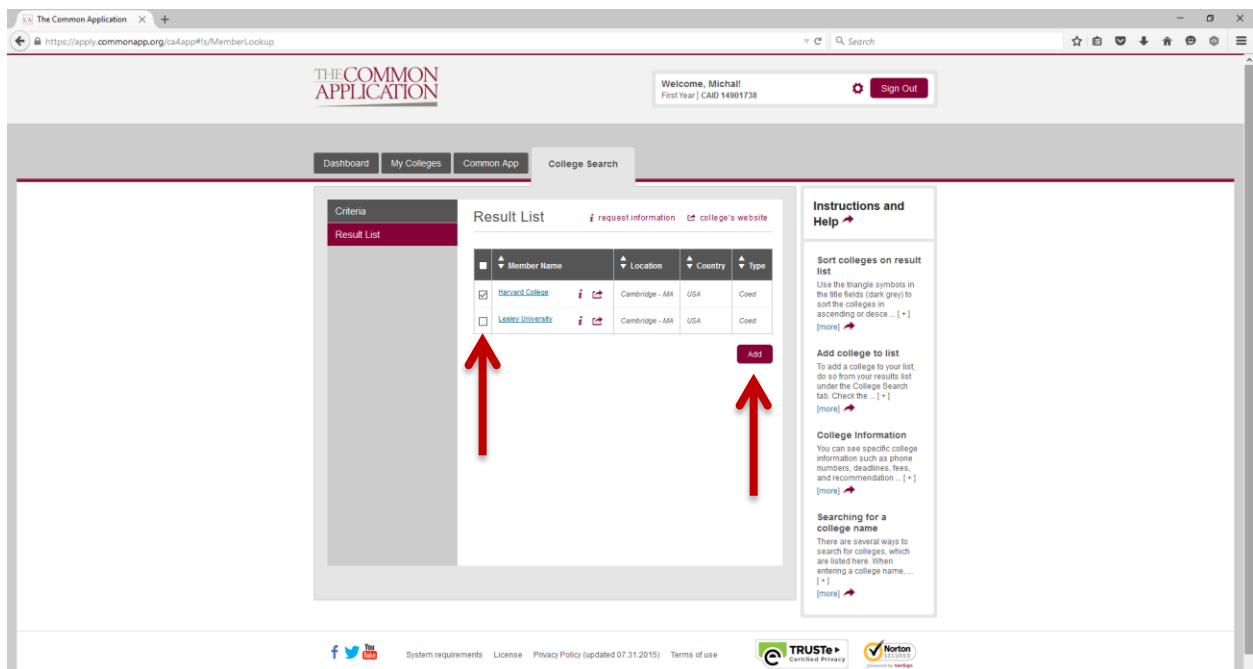
4. When completed the following screen should appear

The screenshot shows the Common Application dashboard for a user named Michal. The page has a header with 'THE COMMON APPLICATION' logo, a user greeting 'Welcome, Michal! First Year | CAB: 14591738', and a 'Sign Out' button. The main content area has a navigation bar with 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'Dashboard' tab is active, showing a 'Welcome!' message and instructions. The 'Instructions and Help' sidebar is visible on the right, containing sections for 'What are the Writing Requirements?', 'Where are the application requirements for a specific school listed?', 'Progress Status', 'Dashboard', and 'Same school but different term'.

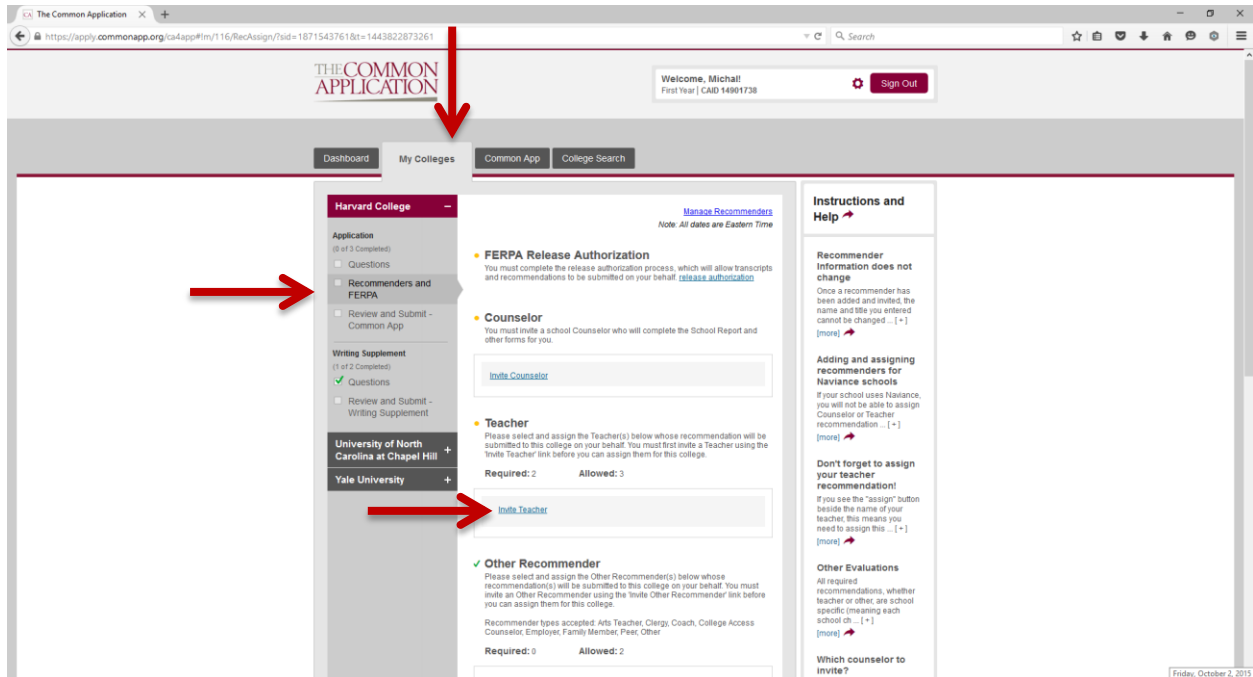
- Under “College Search” To add a college to your commonapp, go to the “College Search” tab and look up the colleges you are interested in applying to. You can search by name, state, or country. You can add up to 20 colleges.



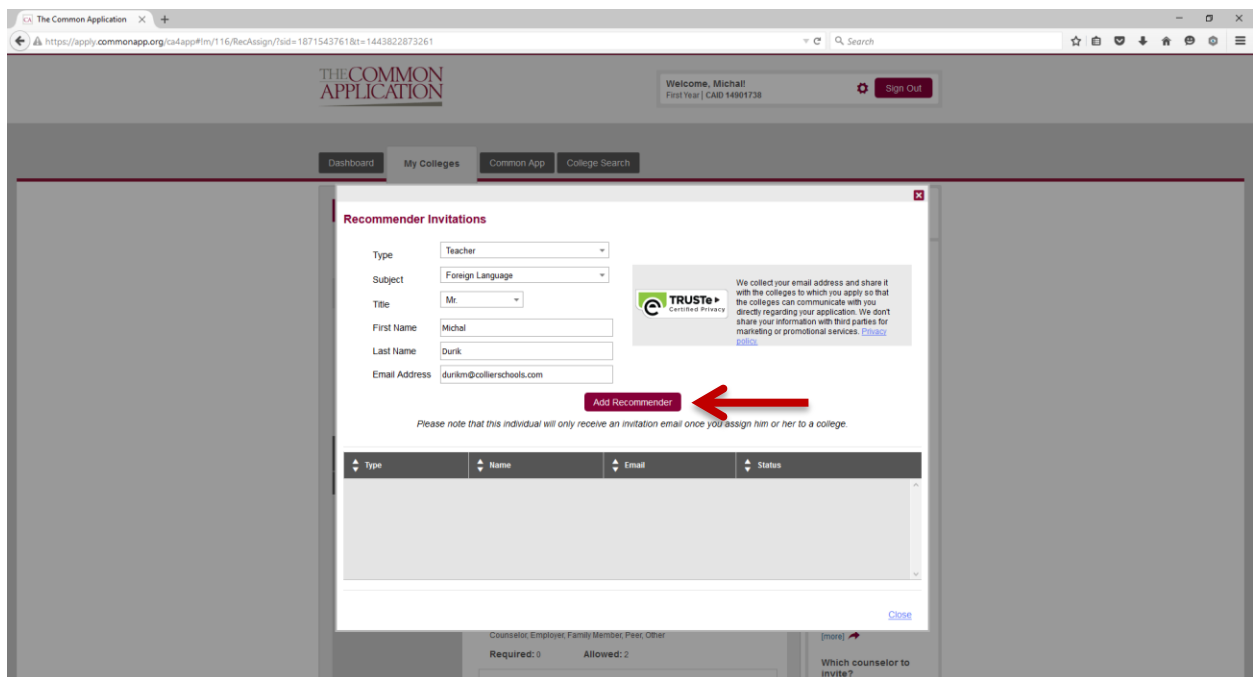
- Check the box next to the college that you want to add and click “Add” to add it to your list of colleges.



7. Go to the “My Colleges” tab and select the school that you want to work on. Then select “Recommenders and FERPA” on the left. To add a new recommender click on “Invite Teacher”



8. Select the teacher’s subject from the menu. Fill in the teacher’s first and last name, and his or her email address, which you can find through the email directory for the district, <http://www.collierschools.net/Page/2538>. Then click “Add Recommender”.



9. The recommenders name should now appear below (You can add up to three different teachers)

The screenshot shows the 'Recommender Invitations' form in the Common Application. The form has several dropdown menus for 'Type', 'Subject', and 'Title', and text input fields for 'First Name', 'Last Name', and 'Email Address'. Below the form is a table with the following data:

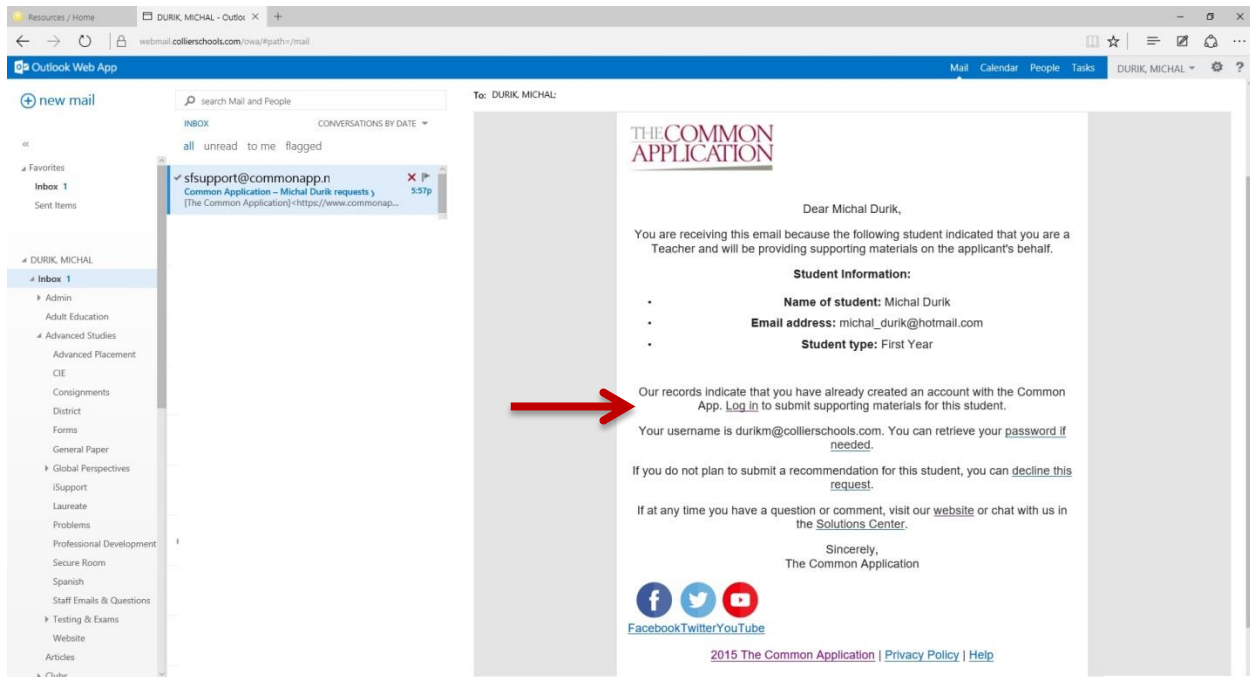
Type	Name	Email	Status
Teacher	Michal Durik	durikm@collierschools.com	Invited

A red arrow points to the name 'Michal Durik' in the table. To the right of the form is a 'TRUSTE' logo and a privacy notice. Below the table, there are instructions and a 'Close' button.

10. After you have added the recommender, exit out of the window and select the recommender that you just filled out from the drop down menu, and click "Assign."

The screenshot shows the 'Recommenders and FERPA' section of the Common Application. The 'Teacher' section is active, showing a dropdown menu with 'Michal Durik (Foreign Lan...' selected. A red arrow points to the 'Assign' button next to the dropdown. The 'Counselor' section is also visible, with an 'Invite Counselor' button. The 'Other Recommender' section is also visible, with an 'Add Another' button. The right side of the page contains various informational text blocks.

11. When a teacher is assigned, they will receive an email from the Common Application inviting them to complete their recommendation. **Make sure they have a copy of your resume, so that they can write the actual letter of recommendation.**



12. After a teacher is assigned, the Application will show, on this menu, if they have completed the recommendation.

