

# How to 'Match' your Common App & Naviance Accounts

1. Login to your Common Application or create one if you don't have one already at **commonapp.org**. Use the same email as you used in your Naviance account for your Common App account.
2. Once you are logged in to Common App, under the College Search tab, type in a college's name and add it to your college list.
3. Under the Common App tab, make sure you add your date of birth and name spelt exactly as the school has it. Then go to the Education section, and complete the first tab. Our school code is 220105. You started high school in August 2015. Your counselor's name is Donna Hubbard, Katie Gaspar or Ashley Januszewski. Their role is "guidance counselor." See the College Info Sheet for more details.
4. In Common App - Under the 'My Colleges' tab, select a school and click on the FERPA button. Click to sign your FERPA. Waiving your right allows us to send your information to schools without you seeing it.
5. Login to your Naviance/Family Connection Account at **<http://connection.naviance.com/quabbinhs>**. Your **Login** is your Year of Grad, first initial and last name (all lowercase). **Password** is your school ID unless you have reset it. For example: Paul Smith is in the Class of 2019. His username would be 19psmith.
6. Once you are logged in to Naviance go to the 'Colleges' top tab. Then click on "Colleges I'm Applying To" and in the box "match" your common application email with your Naviance/Family Connection account.
7. On this same screen below you will be able to add schools to your list. Make sure to check off HOW you are applying to that school (common app, college specific application etc.) and make sure you verify that the application deadline in Naviance reflects your application deadline to the school (consider your specific major).
8. In Naviance - Under the 'Colleges' tab, click on Transcripts on the left hand side to see how to request a transcript. *You must also fill out a PURPLE Transcript Request Form in Guidance.*
9. In Naviance - Under the 'Colleges' tab, click on Letters of Recommendation and see how to request a letter of recommendation from your teacher or counselor. *You must still ask the teacher in person before requesting them on Naviance and you must submit a PINK Recommendation Request Form to each recommender!!!*

## **Important Info to Remember:**

-You will apply to colleges using Common Application, Send EDU, or online directly to the college (there are a few college applications you still mail in). If you are submitting test scores then you **MUST** submit SAT or ACT test scores directly from the testing organization. You now send all transcript requests and letter of recommendation requests **ONLY** through Naviance.

-Please check in with your guidance counselor about mid-year reports for colleges. Mid-year reports are an updated report of your grades, schedule, and any other information.

-If you ever need help, on the home page of Naviance/Family Connection there are links to tutorials and instructions about these steps.

**-NEVER request a teacher or counselor recommendation letter through Common Application. It will freeze the entire process and slow down the application process for everyone!! Make sure you ONLY request through Naviance!**