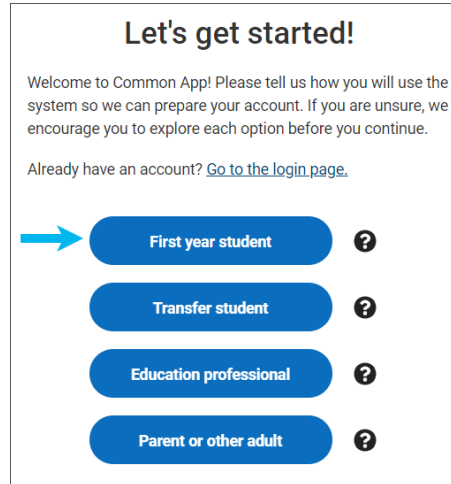


Common App Account Matching Quick Guide

Start this process on or after August 1.

1. Go to www.commonapp.org, click **Create an account**, and then select **First year student**.



Let's get started!

Welcome to Common App! Please tell us how you will use the system so we can prepare your account. If you are unsure, we encourage you to explore each option before you continue.

Already have an account? [Go to the login page.](#)

First year student ?

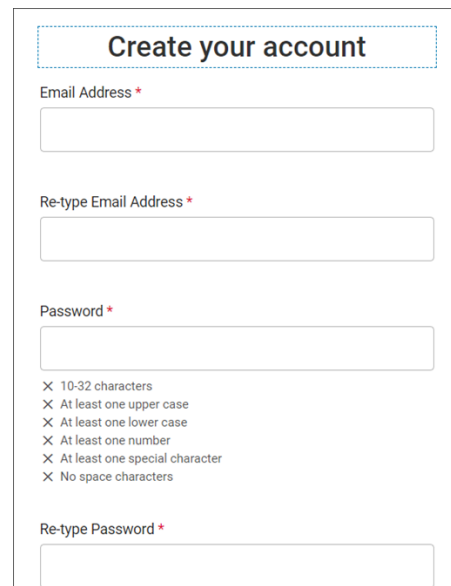
Transfer student ?

Education professional ?

Parent or other adult ?

- Before you can match your Common App account in Naviance Student, you must set up your Common App account.
- Students applying to college must create an account for a First-year student, even if their parents or guardians have already created an account for Parent or other adult.

2. Follow the prompts to set up your account credentials and create your account.



Create your account

Email Address *

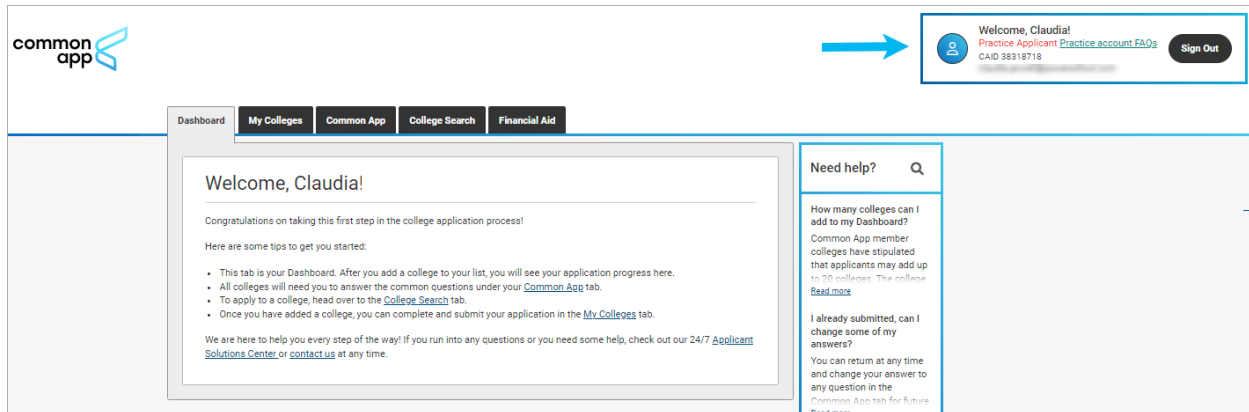
Re-type Email Address *

Password *

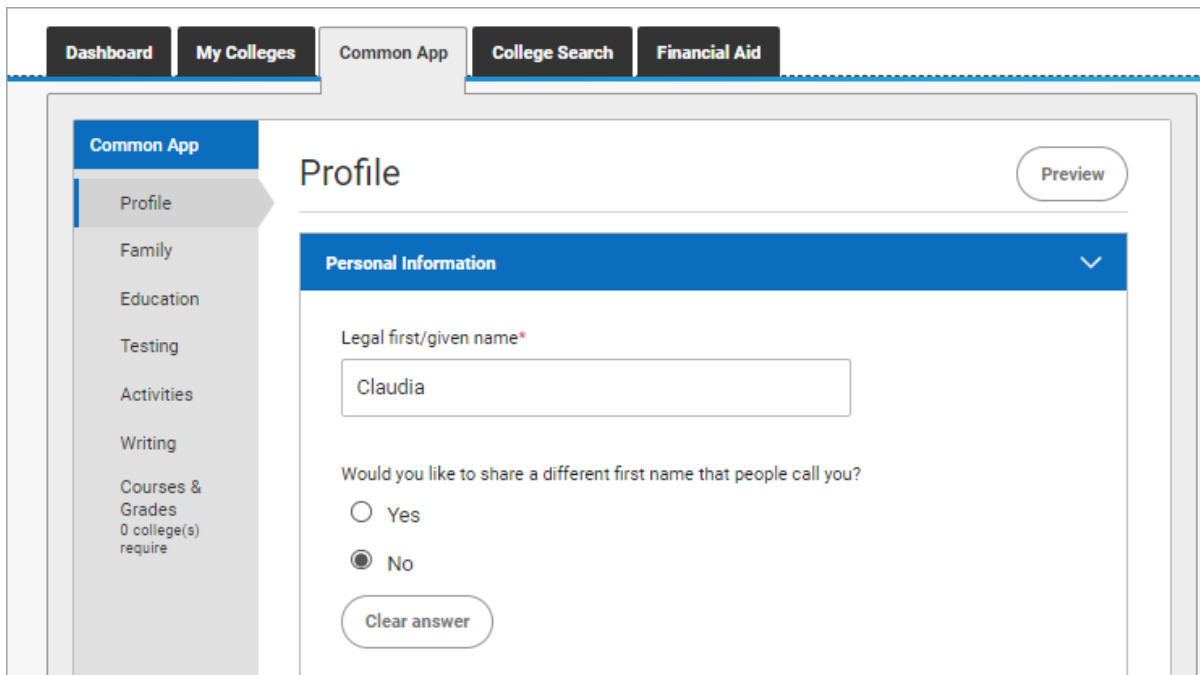
X 10-32 characters
X At least one upper case
X At least one lower case
X At least one number
X At least one special character
X No space characters

Re-type Password *

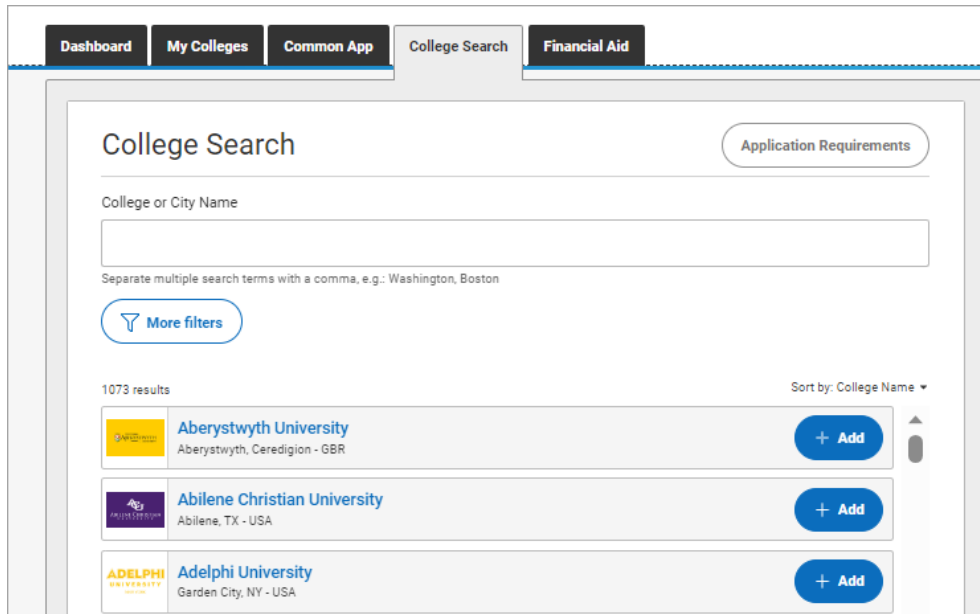
3. Review the dashboard. Your CAID number is at the top of the page.



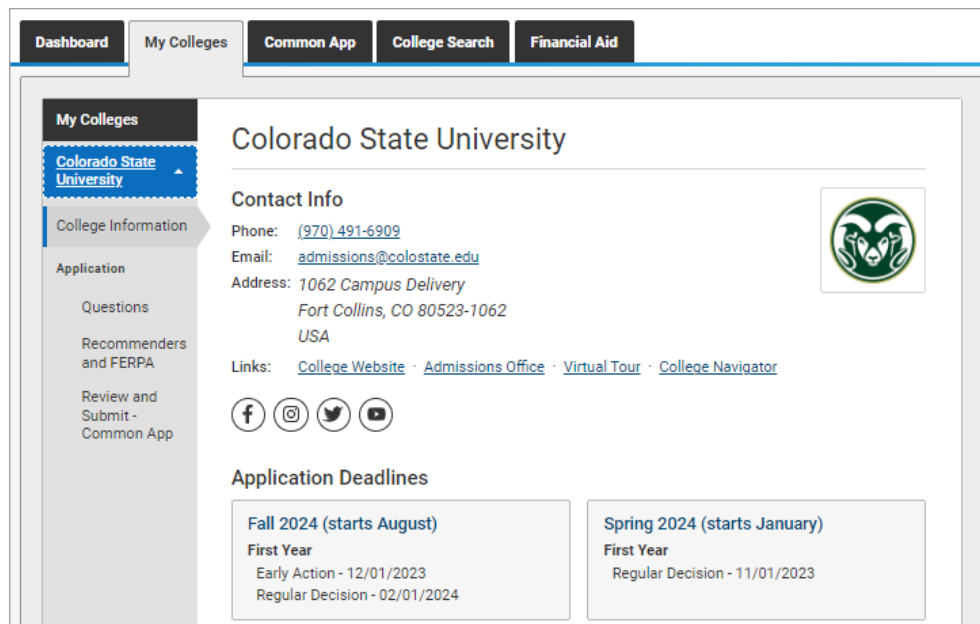
4. Select **Common App** and enter information for all sections in the side navigation. Make sure you select the correct school's name in the Education section. Many high schools have similar names.



5. Select **College Search** and add at least one college. You cannot complete the FERPA release without having at least one college on your list.

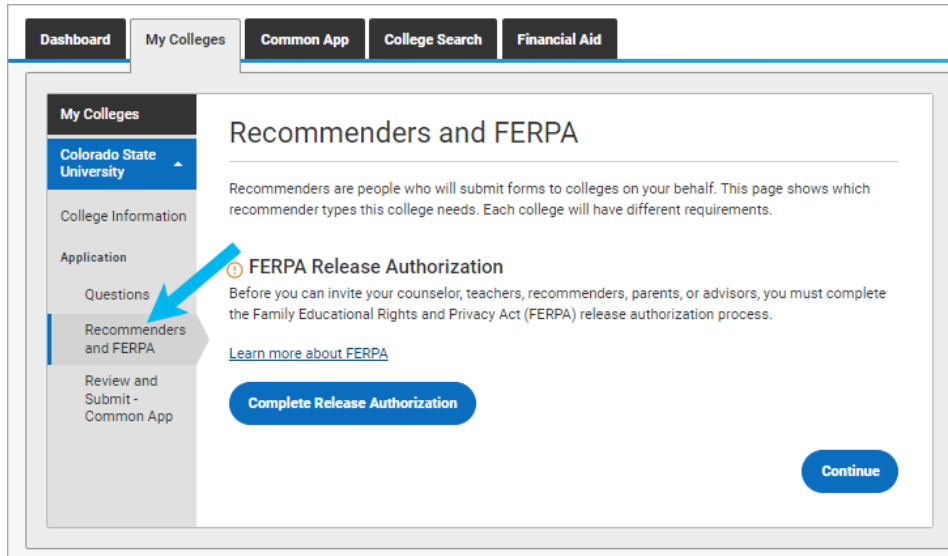


6. Select **My Colleges** to review the contact information, deadlines, and more for each college on your list.



7. From Application on My Colleges:

- a. Select **Recommenders and FERPA** and complete the FERPA release authorization.



Recommenders and FERPA

Recommenders are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

FERPA Release Authorization

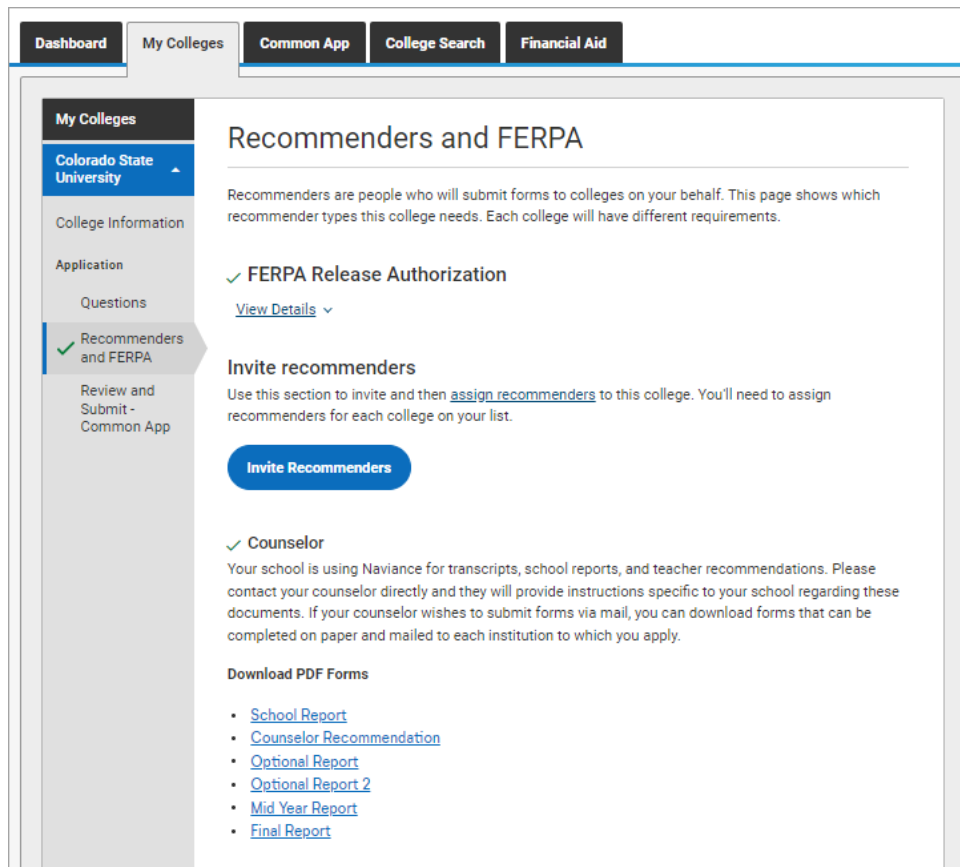
Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

[Learn more about FERPA](#)

[Complete Release Authorization](#)

[Continue](#)

- b. Review the Recommenders and FERPA Information. You will invite counselors and teachers from Naviance Student. Download PDF forms from here if needed.



Recommenders and FERPA

Recommenders are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

✓ **FERPA Release Authorization**

[View Details](#)

Invite recommenders

Use this section to invite and then [assign recommenders](#) to this college. You'll need to assign recommenders for each college on your list.

[Invite Recommenders](#)

✓ **Counselor**

Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply.

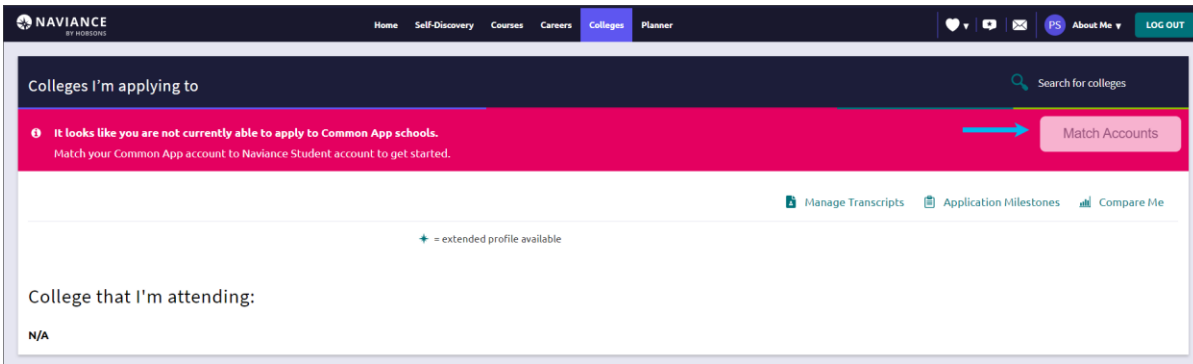
Download PDF Forms

- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [Optional Report 2](#)
- [Mid Year Report](#)
- [Final Report](#)

8. Log in to Naviance Student, select **Colleges** and choose **Colleges I'm Applying To**.

Colleges			
<p>🏠 College Home</p> <p>Find Your fit</p> <p>SuperMatch College Search</p> <p>College Match</p> <p>College Events</p> <p>Scattergrams</p> <p>Advanced College Search</p> <p>College Lookup</p>	<p>Research Colleges</p> <p>♥ Colleges I'm Thinking About</p> <p>College Visits</p> <p>College Compare</p> <p>College Resources</p> <p>Acceptance History</p> <p>Enrichment Programs</p> <p>College Maps</p>	<p>Apply to College</p> <p>→ Colleges I'm Applying to</p> <p>Manage Transcripts</p> <p>Letters of Recommendation</p> <p>Test Scores</p>	<p>Scholarships & Money</p> <p>College-Specific Scholarships</p> <p>National Scholarship Search</p> <p>Scholarship Search</p> <p>♥ Favorite Scholarships</p>

9. Click Match Accounts.



10. Sign in to your Common App account with the email and password you used to create your Common App account.

We know there is a lot of uncertainty surrounding the ongoing situation with the Coronavirus. The Common App team is here to support you, as always, 24/7/365, and you can reach us at recovery@commonapp.net.

Connect your Common App

First year student? Great! Enter your email and password below to sign in, or [create an account](#) to get started.

* Indicates required fields.

Email *

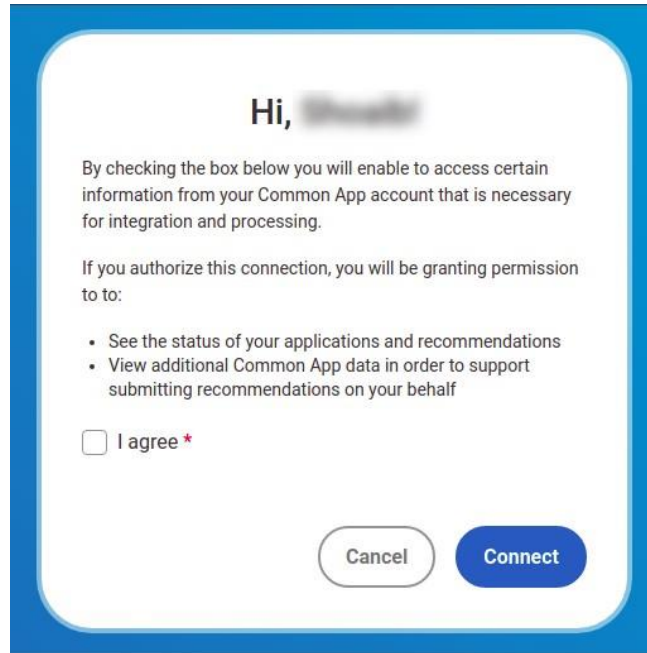
Password *

[Forgot password?](#)

[Sign in](#)

Need help?
[Visit the Applicant Solutions Center.](#)

11. Review the information, select I agree, and then click **Connect to match your accounts.**



- Colleges from your Common App account are automatically added to your Colleges I'm Applying To list in Naviance Student.
- Request transcripts for your Common App colleges according to your high school's instructions.

