

Step-by-Step Guide for Students to Set-Up Common Application and Naviance for Submission of Counselors and Teacher College Materials

All counselors at Lincoln-Sudbury Regional High School will be using Naviance eDocs this year to electronically submit counselor materials (official transcripts, counselor statement, Secondary School Reports (SSR), and school profile,) to over 1000 colleges. Some teachers will opt to send their teacher evaluation forms and letters of recommendation electronically through Naviance eDocs as well. Below is the process that students need to follow to ensure counselor and teacher materials will be sent to colleges correctly and efficiently.

Mandatory Process to Follow to set up Common App Account:

1. You must have an account set up on the Common Application website (www.commonapp.org). If you have not already done so, set up a Common App account. You will need to input your Common App username and password into Naviance to allow counselors and teachers to send materials, so **write down your Common App username and password so you will remember it.**
2. Add the colleges to which you plan to apply to the "My Colleges" section in Common App. *Counselors and teachers **WILL NOT** be able to submit your materials unless you do this. You **DO NOT** have to have completed any of your Common Application or be ready to submit it-you just need to have the names of the schools on this part of your Common App account for the counselors and teachers to be able to send their materials.*

Mandatory Process to Follow to set up Naviance Account:

1. If you have not already signed in and registered on Naviance, you must do so first. Please see your counselor if you have any questions about how to register. **Write down your Naviance username and password so you will remember it.**
2. Log in to your Naviance account (<http://connection.naviance.com/lshrhs>).
3. On the welcome page, click on the "Colleges" tab and then "Colleges I'm Applying To".
4. Read the Privacy Notice carefully.

Diagram for Step 4

⇒ IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION

Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.

I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. I waive my right to access below, regardless of the institution to which it is sent:

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

By completing this form, I authorize all schools that I have attended to release all requested records covered under the Family Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.

Common App Username:

Common App Password:

5. Then either check the “Yes, I do waive my right...” or “No, I do not waive my right...” to designate if you waive your right to view your recommendations after matriculation.

Please note: Regardless of whether you waive your right, you will not have access to your counselor or teacher letters while at L-S. The L-S Counseling Department recommends waiving your right to access the recommendations.

Diagram for Step 5

⇒ **IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION**
Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.
I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:
1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/ferpa).
2. I waive my right to access below, regardless of the institution to which it is sent:
 Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
 No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

6. Check the “By completing this form, I authorize...” box.

Diagram for Step 6

By completing this form, I authorize all schools that I have attended to release all requested records covered under the Family Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

Enter your **correct Common Application username and password.**

Common App Username:
Common App Password:

Diagram for Step 7

*It is **CRUCIAL** that you do this step **correctly**. Failure to provide the correct username and password will result in major delays/issues with sending your materials.*

7. Click “Submit.” You will see a confirmation that you have filled out the Common Application Privacy Notice.

⇒ **COMMON APPLICATION PRIVACY NOTICE**
You have indicated that you DO waive your right to access Common Application recommendation forms completed by your school. You have indicated that you authorize all secondary schools you have attended to release all requested records and review your application for the admission process. This information was recorded by you at September 4, 2011 4:07 PM from the following IP Address:
10.56.168.3
Your Common Application username and password has been stored to help locate your account when teachers submit their recommendations.

Diagram for Step 8

Mandatory Process to Follow in Naviance for Requesting Counselor Materials:

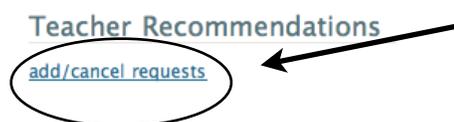
1. Log in to your Naviance account (*if you are not still logged in*).
2. On the welcome page, click on the “Colleges” tab and then “Colleges I’m Thinking About”.
3. Make sure that all the colleges to which you plan to apply are listed in “Colleges I’m Thinking About” (*please see your counselor if you need help adding colleges to this list*).

- Carefully read and fill out the yellow **Counselor Materials Request Form** provided to you by your counselor. *Only list the schools that you want sent immediately.* If you plan to send more applications at a later date, you will need to fill out a new yellow form for those to be sent. *(extra copies can be provided by your counselor or found on the Counseling Website).*
- Return the **Counselor Materials Request Form** to your counselor **ASAP-AT LEAST 4 WEEKS** before your earliest deadline *(the sooner, the better as materials can't be sent by counselors or teachers until counselors have this form).*
- Provide your counselor with envelopes to any colleges that need to be sent via regular mail *(see the last two pages of this guide to determine if this applies to you).*

Mandatory Process to Follow in Naviance for Requesting Teacher Recommendations:

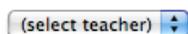
- Log in to your Naviance account *(if you are not still logged in).*
- On the welcome page, click on the “Colleges” tab and then “Colleges I’m Applying To”
- Above your “Common Application Privacy Notice confirmation”, you will see a section entitled “Teacher Recommendations”.
- Next to “Teacher Recommendations”, click on “add/cancel” requests”.

Diagram for Step 4



- This will bring you to the “Request Teachers to Prepare Recommendations” page. Click on the “select teacher” pull-down menu and **select a teacher who has already agreed to write a recommendation for you. You should have asked this teacher, in person, if they would be willing to write you a letter, and the teacher should also have told you that he or she is planning to submit materials online.**

Diagram for Step 5



- If a second teacher has agreed to write a recommendation for you, follow the same procedure as in Step 5 in the second “select teacher” pull-down menu.
- Click on “Update Requests”. The teacher(s) will be listed on your “Colleges I’m Applying To” page.
- Your teacher(s) will get an email message saying that you have requested a recommendation.
- Provide teacher(s) with a filled out **Teacher Recommendation Checklist** that indicates the colleges to which you plan to apply, the deadlines, and delivery type *(online or mail- see the last page of this guide to help you determine this).*

How To Determine Delivery Type and What To Provide Counselors and Teachers:

Delivery Type indicates how counselors and teachers are able to send materials to colleges. Please note that there are some colleges that **will not** allow counselors and teachers to submit materials online **even if this is the method we prefer**. You will know how counselor and teacher materials need to be sent to each college by looking at the column "Delivery Type" in the "Colleges I'm Thinking About" tab in Naviance.

Delivery Type	
	= Non-Common Application School-materials can NOT be sent online
	= Common Application School-materials can be sent online
	= Non-Common Application School but materials can be sent online

If you see either if theses icons in Naviance,



then materials **will be sent online by all counselors and by teachers who want to participate in the online submission process**. You should follow the process outlined above.

If you see this icon in Naviance,



Provide your counselor with UNSTAMPED envelopes addressed to each college admissions' office that does not allow online submissions.

Provide your teacher with STAMPED envelopes addressed to each college admissions' office that does not allow online submissions.

One Special Circumstance:

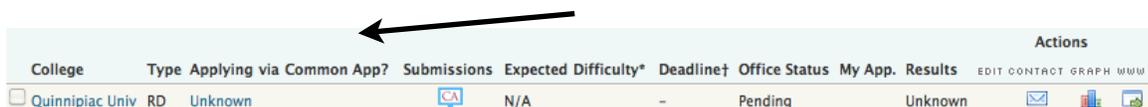
If a school to which you are applying is listed as a Common App school in Naviance

(indicated by this icon: )

BUT you decided not to use the Common App to apply (most likely you used the priority/VIP/app on the college's website), there is one more step you need to follow.

1. In the "Colleges I'm Applying To" tab in Naviance, there is a column "Applying to Via Common App?"

Diagram for Step 1



College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Office Status	My App.	Results	EDIT CONTACT GRAPH WWW	Actions
<input type="checkbox"/> Quinnipiac Univ	RD	Unknown		N/A	-	Pending		Unknown		  

Diagram for Step 2

2. Click on the word "Unknown" and a drop down menu will appear.
3. Choose "no" from the menu.
4. Click "Update Applications".



5. If a computer icon with a red line through it appears,



then the college **WILL** allow counselors and teachers to send materials online even though you did not use the Common App. You do not need to do anything else and your materials will be sent via Naviance.

6. If a computer icon with the letters "CA" in the middle remains,



then the college **WILL NOT** allow counselors and teachers to send materials online and you will need to provide counselors and teachers with envelopes for these schools.

Please see your counselor if you have any questions about any part of this process.