

## How to Match Common App to Naviance:

Quick Video Instructions: <http://www.screencast.com/t/gxEQkElyo1>

1. Go to [commonapp.org](http://commonapp.org). Click on “Create an Account.”
  - a. If you have **already created** a Common App account, log in and **skip** to **step 8**.
2. Under “Let’s Get Started,” click on “First year student.”
3. Enter in your school email address (i.e. [40137@students.d94.org](mailto:40137@students.d94.org)) and re-type your email in the space below.
  - a. Enter a password (it is a good idea to write this down so you don’t forget!)
  - b. Re-type your password in the space below
  - c. Click on “Continue”
4. Enter your first name, last name, phone number, and birth date.
5. Click on “Add Address” and enter in your home street address in the second box then hit “Continue.”
6. Select “No” to being based in a European Union Country. Select “2019 or 2020” if you plan to enroll in college after you graduate this year.
7. Read the 3 paragraphs carefully. The first two are optional, but you must check the 3<sup>rd</sup> box to create an account. Once you’ve selected the ones you want, click on “Create Account.”
8. You should see a page that says “Welcome, Your Name!”
9. Click on the tab across the top row that says “Common App.” Then select on the left column “Education.” Click the blue link that says “Find school.”
10. A list of schools should populate and “Community High School 94” should be the top one. (If it does not populate automatically, you can search in the “High School Name” box.) Click “Continue.”
11. Enter “August 2016” for date of entry. Select “No” for Boarding School. Select “Yes” for if you will or have graduated from West Chicago.

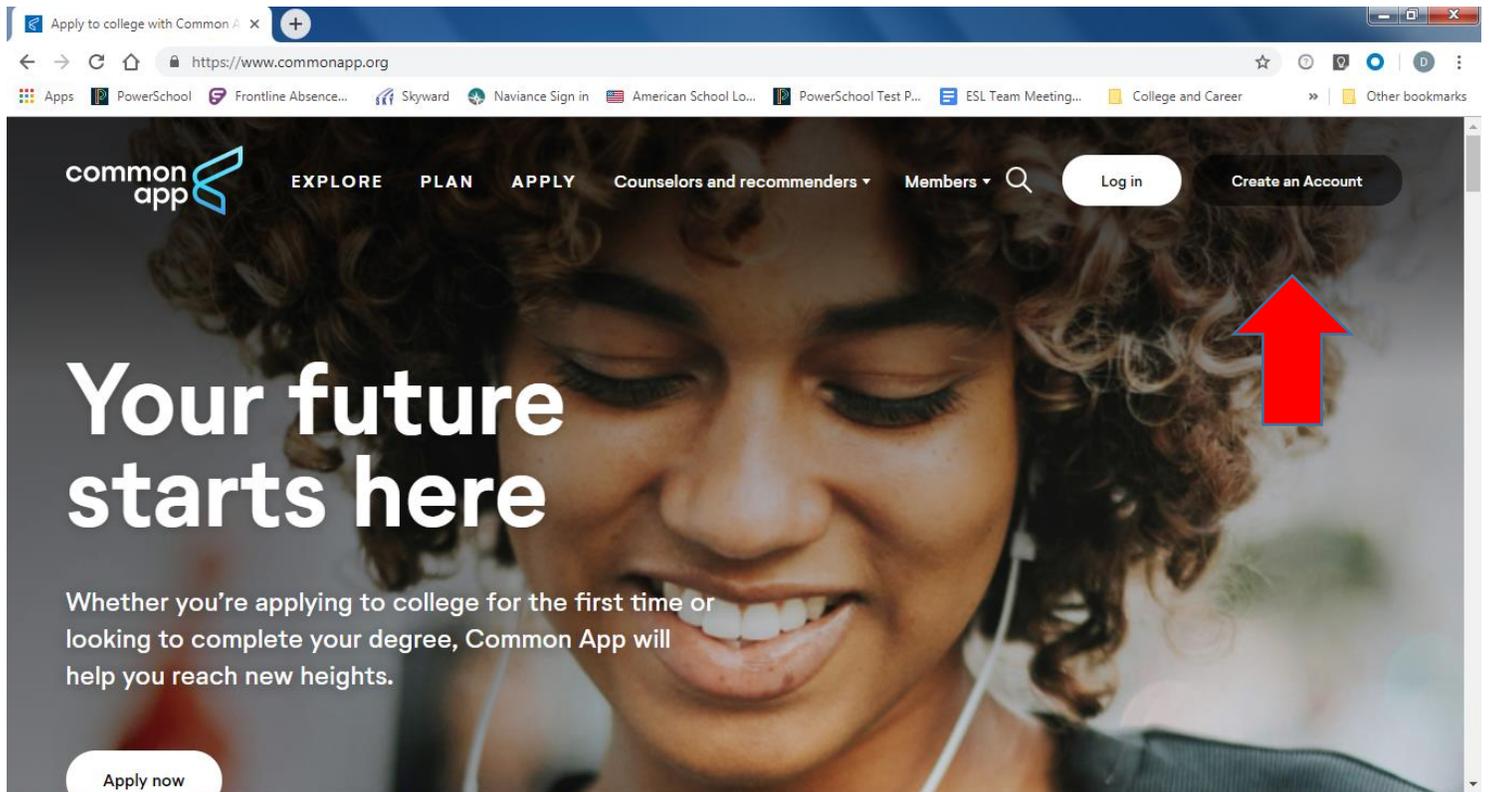
**\*\*Exception 1: You transferred in: Select the month and year you transferred to West Chicago.**

**\*\*Exception 2: You are graduating a year early/late: Enter in the month and year you started at West Chicago.**
12. Select “May 2020” for graduation date. If you are graduating a semester early, select “January 2020.”
  - a. Below graduation date, there is a list of reasons your graduation date may be affected. Most of the options will not apply to you. Select “No change in progression” unless you **know** that one of those other situations applies to you.
13. Enter **your** counselor’s information (under job title, type “Counselor”):
  - a. Mrs. Barb Brennan, [bbrennan@d94.org](mailto:bbrennan@d94.org) 630-876-6314
  - b. Ms. Tracy Eier, [teier@d94.org](mailto:teier@d94.org) 630-876-6308
  - c. Mr. Gavin Engel, [gengel@d94.org](mailto:gengel@d94.org) 630-876-6309
  - d. Mrs. Julie Hensley, [jhensley@d94.org](mailto:jhensley@d94.org) 630-876-6315
  - e. Mrs. Mary Roley, [mroley@d94.org](mailto:mroley@d94.org) 630-876-6586
  - f. Mrs. Deb Stack, [dstack@d94.org](mailto:dstack@d94.org) 630-876-6312
    - i. **\*\*Common App only lets you choose “Mr., Dr., or Ms.” (not Mrs.) If your counselor is female, use “Ms.”**
    - ii. Hit “Continue”
14. Click on the tab across the top row that says “College Search”
  - a. Type in the name of a college/city in “college or city name” bar, a list will automatically populate below

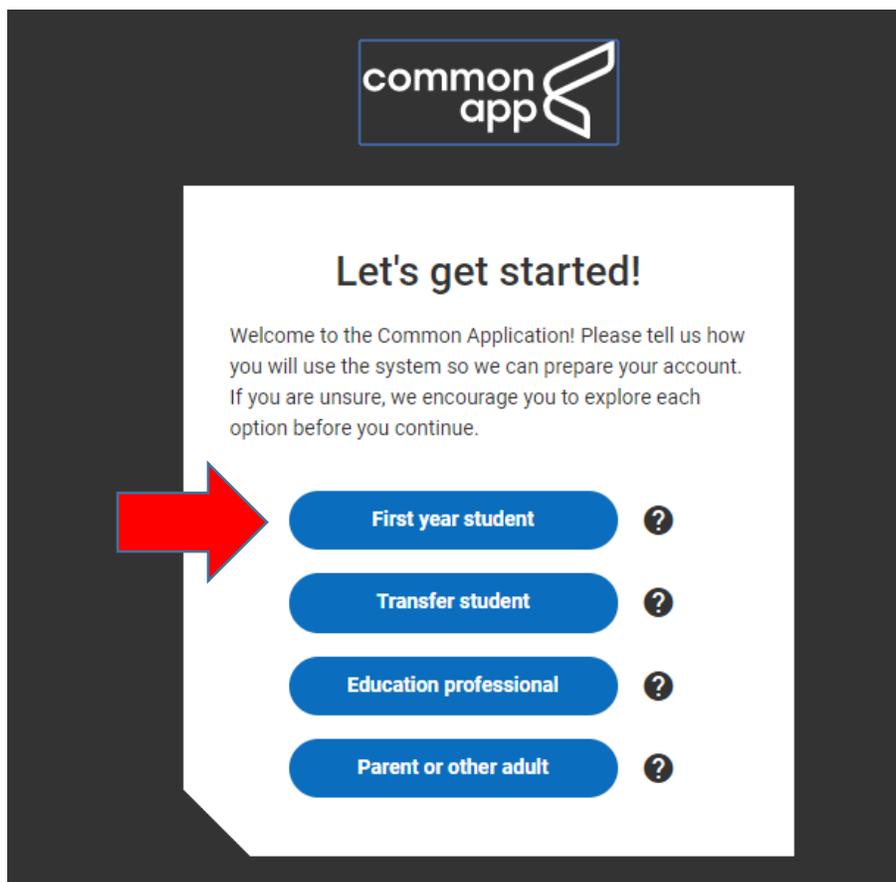
- i. **\*\*Some colleges/universities have different campuses (i.e. Purdue, University of Illinois), so make sure you are selecting the correct one you want to apply to**
      - ii. **\*\*\*Some colleges/universities do not use Common App so it is possible your Result List will say “Your search returned 0 Common App members” (i.e. Northern Illinois University)**
    - b. If the school(s) you are planning on applying to do not use Common App, add 1 Common App school to your list solely to be able to match your Naviance account to Common App. You can find a list of schools that use Common App here:  
<https://www.commonapp.org/search-colleges>
      - i. **\*\*You are not required to apply to the schools you list on Common App.**
  15. Once you find the school you are adding on Common App, click on the school name in the results list.
    - a. Click on “Add to My Colleges”
  16. Click on “My Colleges” tab, select the school, then click on “Recommenders and FERPA.”
    - a. Under “Recommenders and FERPA” click on “Complete Release Authorization.”
  17. Read the FERPA information carefully and make a check in the box for “I have read and understood...” Then hit “Continue.”
    - a. Read the last FERPA Release Statement and check the box.
  18. We recommend that you waive your right to review recommendations and supporting documents; however, it is *your choice*. If you do not waive your right, some colleges/universities may wonder if you are trying to hide something in your application.
    - a. Select the 1<sup>st</sup> option if you choose to waive your right for FERPA “I waive my right...”
    - b. Select the 2<sup>nd</sup> option if you choose **not** to waive your right for FERPA, “I DO NOT waive...”
    - c. Make a checkmark in the box “I understand that my waiver...”
    - d. Sign your name in the signature box, and enter the date.
    - e. Click “Save”
- \*\*\*At the end of Step 18 you are ready to match accounts through Naviance.**
19. Log into your Naviance Account  
(See step-by-step directions for “How to Log In to Naviance” if you do not know how)
  20. You should be in your home screen (You should see “Welcome, Your First Name”)
    - a. Click on the “Colleges” tab on the left menu
    - b. Click on “Colleges I’m Applying to” in the drop down menu
  21. This will bring you to the “Colleges I’m Applying to” Home Page. You will see a pink banner that says “It looks like you are not currently able to apply to Common App schools.”
    - a. Select “Match Accounts”
  22. This will bring you to the “Common App Account Matching” page. Read through the information carefully.
    - a. Enter the email address you used for your Common App account and your birthdate.
    - b. Select “Match Accounts”
  23. This will bring you to the “Colleges I’m Applying to” Home Page. You will see 2 green banners that 1) Confirm you’ve successfully matched your accounts and 2) Confirm your FERPA status.

Steps with pictures below:

1. Go to [commonapp.org](https://www.commonapp.org). Click on “Create an Account.”



2. Under “Let’s Get Started,” click on “First year student.”



3. Enter your school email address, re-type the email address. Create a password, re-type the password.

### Create your account

Email Address \*

Re-type Email Address \*

Password \*

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

Re-type Password \*

✓ Passwords must match

4. Enter your First Name, Last Name, Phone Number, and Birth date.

First/given name \*

Please enter your name exactly as it appears on official documents

Last/family/surname \*

Phone\*

+1 ▼ 630-876-6200

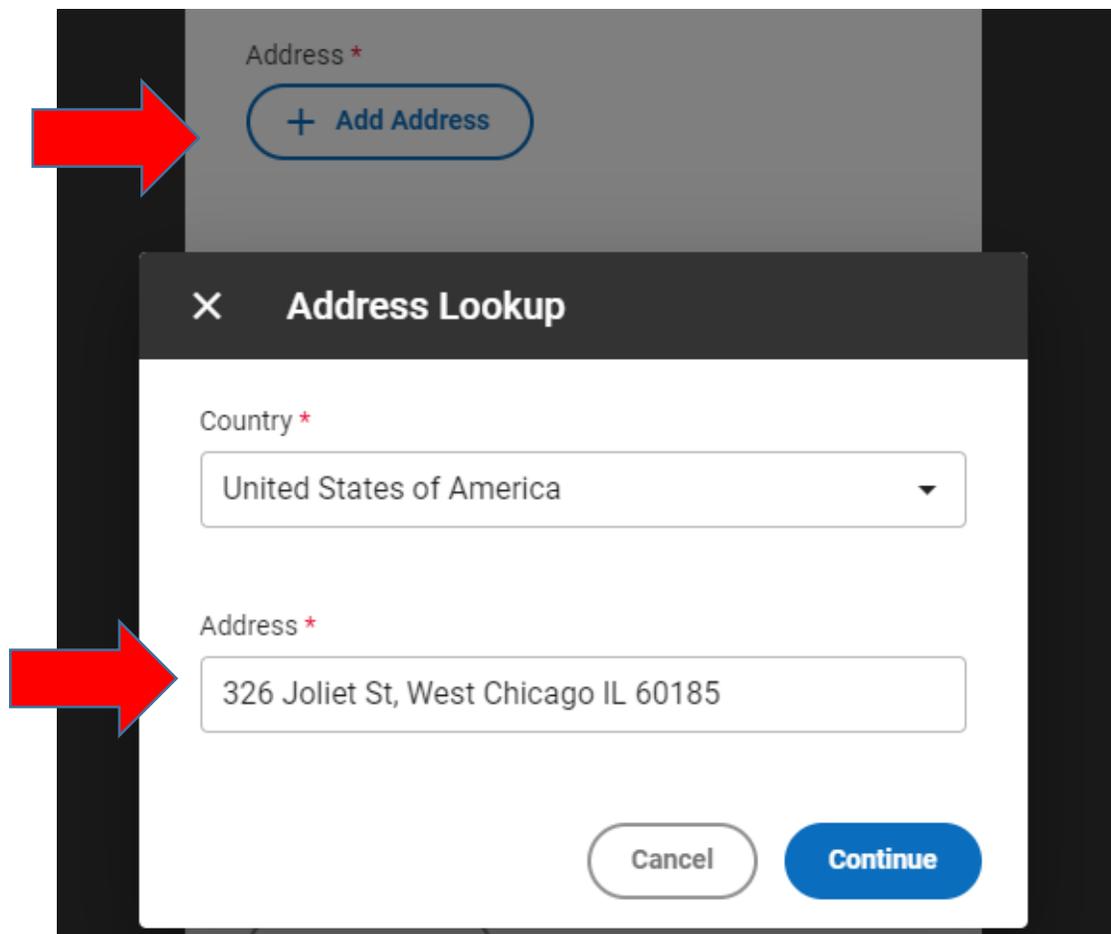
Phone number includes Country Code and Phone Number.

Date of birth \*

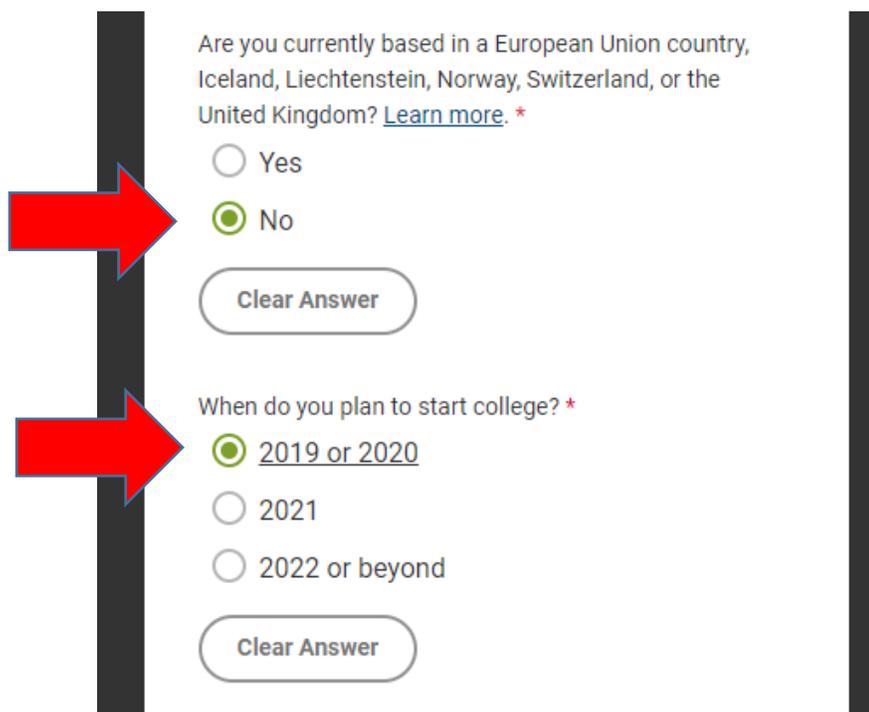
Date should be entered in the Month Day, Year format.

5. Click on “Add Address” and enter in your home street address in the second box then hit “Continue.”



The screenshot shows a mobile application interface. At the top, there is a grey header with the text "Address \*". Below this is a blue button with a plus sign and the text "+ Add Address". A red arrow points to this button. Below the button is a white modal window titled "Address Lookup" with a close button (X) in the top left. Inside the modal, there is a "Country \*" dropdown menu with "United States of America" selected. Below that is an "Address \*" input field containing the text "326 Joliet St, West Chicago IL 60185". A red arrow points to this input field. At the bottom of the modal are two buttons: "Cancel" and "Continue".

6. Select “No” to being based in a European Union Country. Select “2019 or 2020” if you plan to enroll in college after you graduate this year.



The screenshot shows a survey form. The first question is "Are you currently based in a European Union country, Iceland, Liechtenstein, Norway, Switzerland, or the United Kingdom? [Learn more.](#) \*". There are two radio button options: "Yes" and "No". The "No" option is selected, indicated by a green dot. A red arrow points to the "No" radio button. Below the radio buttons is a "Clear Answer" button. The second question is "When do you plan to start college? \*". There are three radio button options: "2019 or 2020", "2021", and "2022 or beyond". The "2019 or 2020" option is selected, indicated by a green dot. A red arrow points to the "2019 or 2020" radio button. Below the radio buttons is a "Clear Answer" button.

7. Read the 3 paragraphs carefully. The first two are optional, but you must check the 3<sup>rd</sup> box to create an account. Once you've selected the ones you want, click on "Create Account."

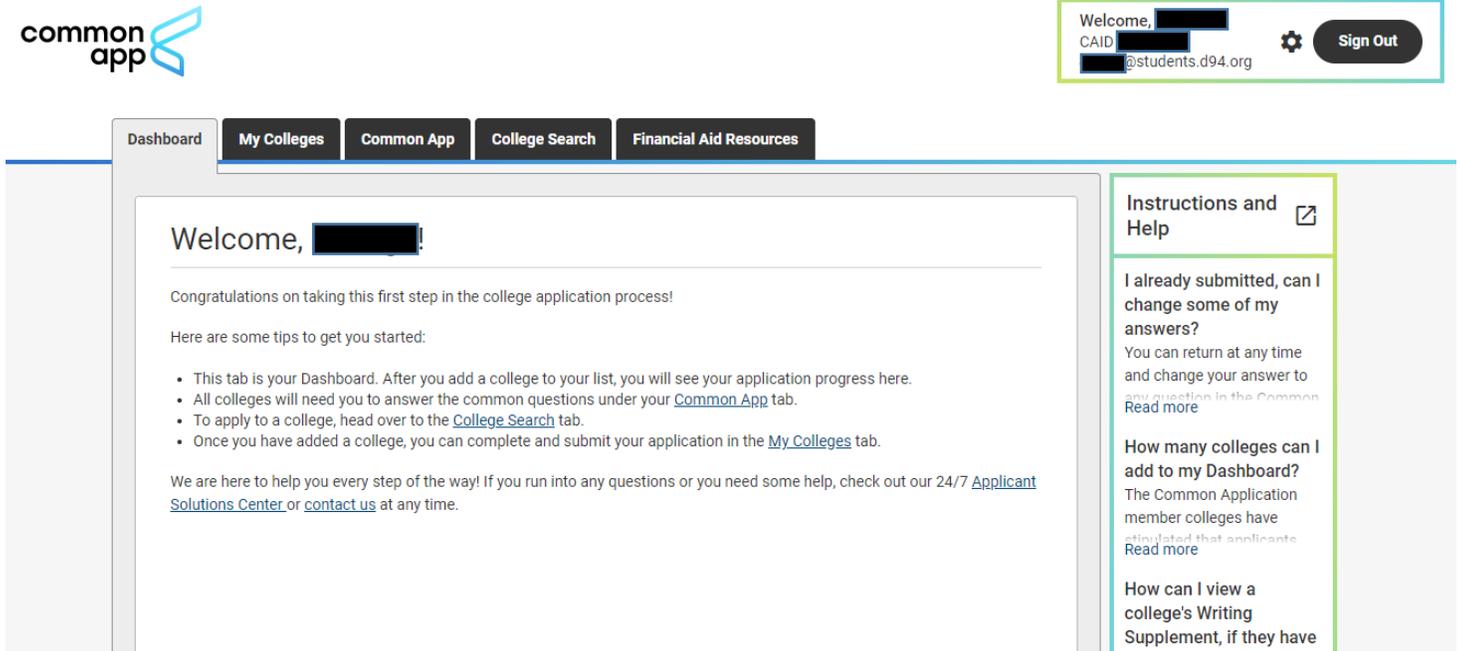
Please review the following:

- The Common Application may share my contact information with colleges that I am considering applying to so they may communicate with me prior to the submission of my application (you can change the response later within your account settings).
  
- The Common Application may communicate with me by email, phone or text message about my account, information relevant to the college admissions process, and my college experience (you can change this response later within your account settings).
  
- By checking this box, I agree to the [Terms of Use](#) and [Privacy Policy](#) (unless I am under the age of 18, in which case, I represent that my parent or legal guardian also agrees to the Terms of Use on my behalf).\*

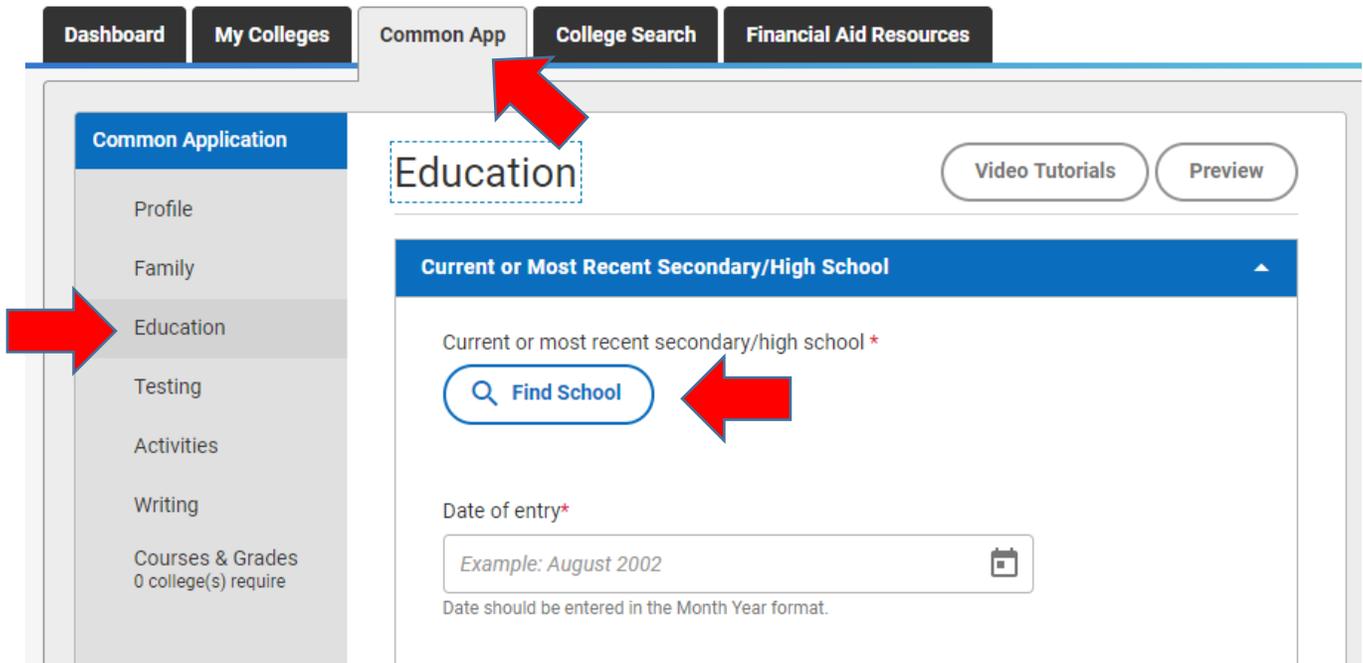
Back

Create Account

8. You should see a page that says “Welcome, Your Name!”



9. Click on the tab across the top row that says “Common App.” Then select on the left column “Education.” Click the blue link that says “Find school.”



10. A list of schools should populate and “Community High School 94” should be the top one. (If it does not populate automatically, you can search in the “High School Name” box.) Click “Continue.”

**High School Lookup**

Search By  
High School Name

High School Name

Choose School\* Sort by: Near My Address

- Community High School 94**  
West Chicago, IL, United States of America | CEEB: 144350
- Wheaton Academy**  
West Chicago, IL, United States of America | CEEB: 144385
- Glenbard North High School**  
Carol Stream, IL, United States of America | CEEB: 140534

Continue

11. Enter “August 2016” for date of entry (\*\*see initial directions for exceptions on page 1). Select “No” for Boarding School. Select “Yes” for if you will or have graduated from West Chicago.

Date of entry\*

August 2016

Date should be entered in the Month Year format.

Is this a boarding school?\*

Yes

No

Clear Answer

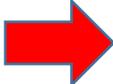
Did or will you graduate from this school?\*

Yes

No

Clear Answer

12. Select “May 2020” for graduation date. If you are graduating a semester early, select “January 2020.” Below graduation date, select “No change in progression” unless you *know* that one of those other situations applies to you.

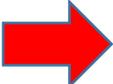


Graduation date\*

May 2020 

Date should be entered in the Month Year format.

Please indicate if any of these options will have affected your progression through or since secondary/high school. Check all that apply.\*

- Did or will graduate early
  - Did or will graduate late
  - Did or will take time off
  - Did or will take gap year
  - No change in progression
- 

13. Enter **your** counselor’s information (under job title, type “Counselor,” find all other counselor details in initial instructions on page 2). Hit “Continue.

Counselor's prefix  
Ms. ▼

Counselor's first name\*  
Deb

Counselor's middle initial

Counselor's last name\*  
Stack

Counselor's job title\*  
Counselor

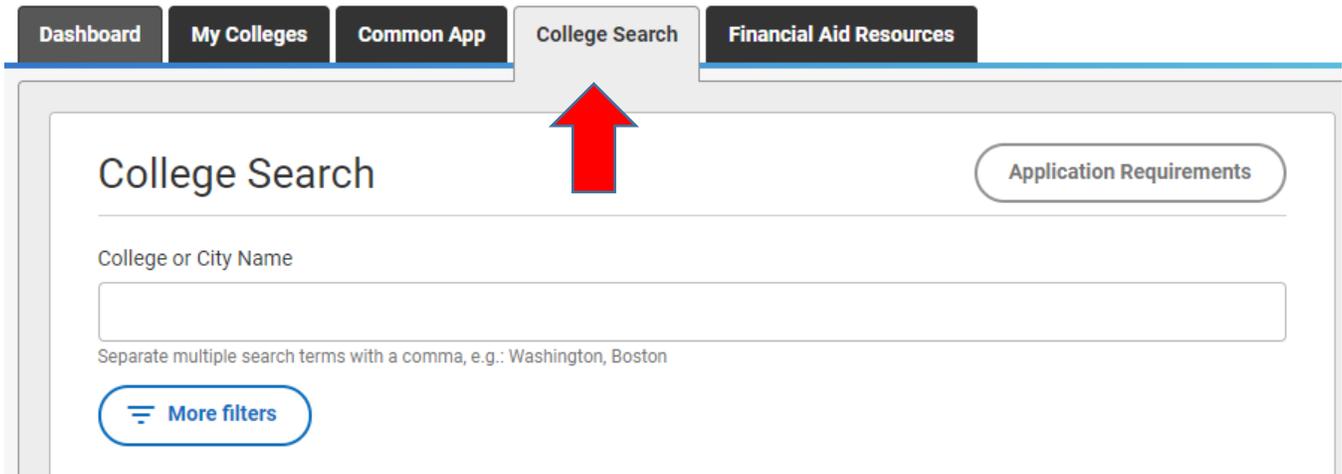
Counselor's email  
dstack@d94.org

Counselor's phone  
+1 ▼ 630-876-6312 Ext, if any

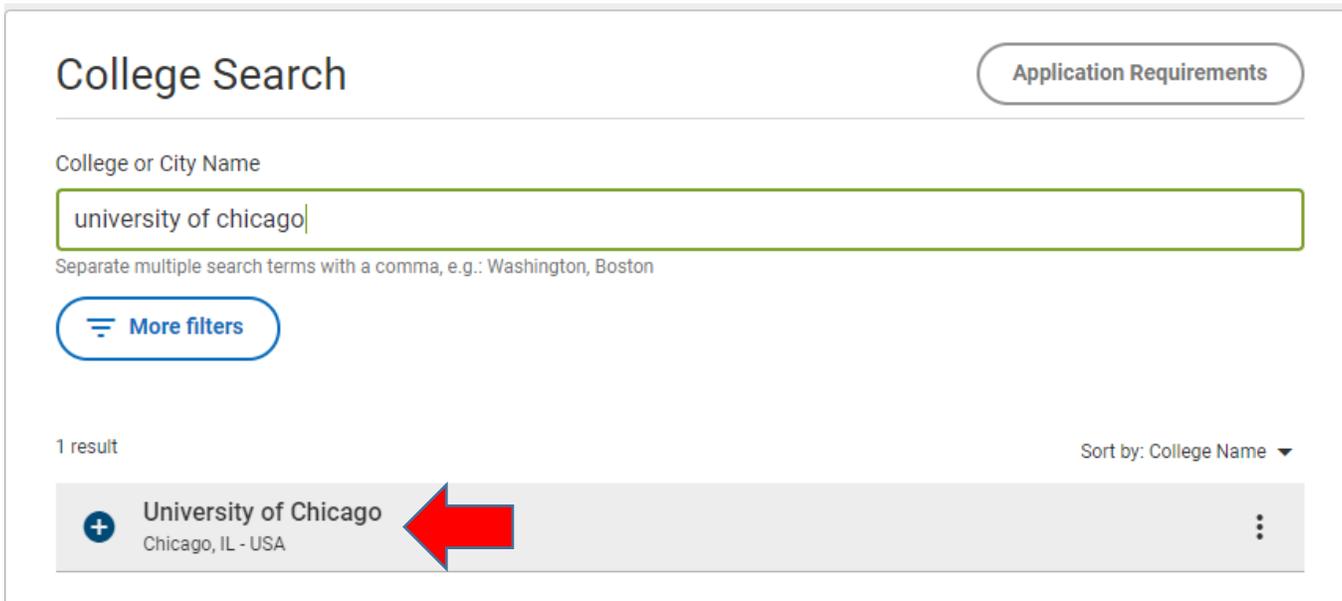
Phone number includes Country Code, Phone Number and Extension (optional).

Continue

14. Click on the tab across the top row that says “College Search.”



14a. Type in the name of a college/city in “college or city name” bar, a list will automatically populate below. (see initial directions on page 2 for help finding schools).



14i. \*\*Some colleges/universities have different campuses (i.e. Purdue, University of Illinois), so make sure you are selecting the correct one you want to apply to.

## College Search

Application Requirements

College or City Name

purdue

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

3 results



Sort by: College Name

	<b>Indiana University-Purdue University Indianapolis (IUPUI)</b> Indianapolis, IN - USA	
	<b>Purdue University</b> West Lafayette, IN - USA	
	<b>Purdue University Fort Wayne</b> Fort Wayne, IN - USA	

14ii. \*\*\*Some colleges/universities **do not use** Common App so it is possible your Result List will say “No Colleges Found” (i.e. Northern Illinois University).

## College Search

Application Requirements

College or City Name

northern illinois university

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

### No Colleges Found

Try adjusting your search by changing or removing filters. You may also check out our complete list of the [800+ colleges](#) currently using the Common App.

Remove All Filters

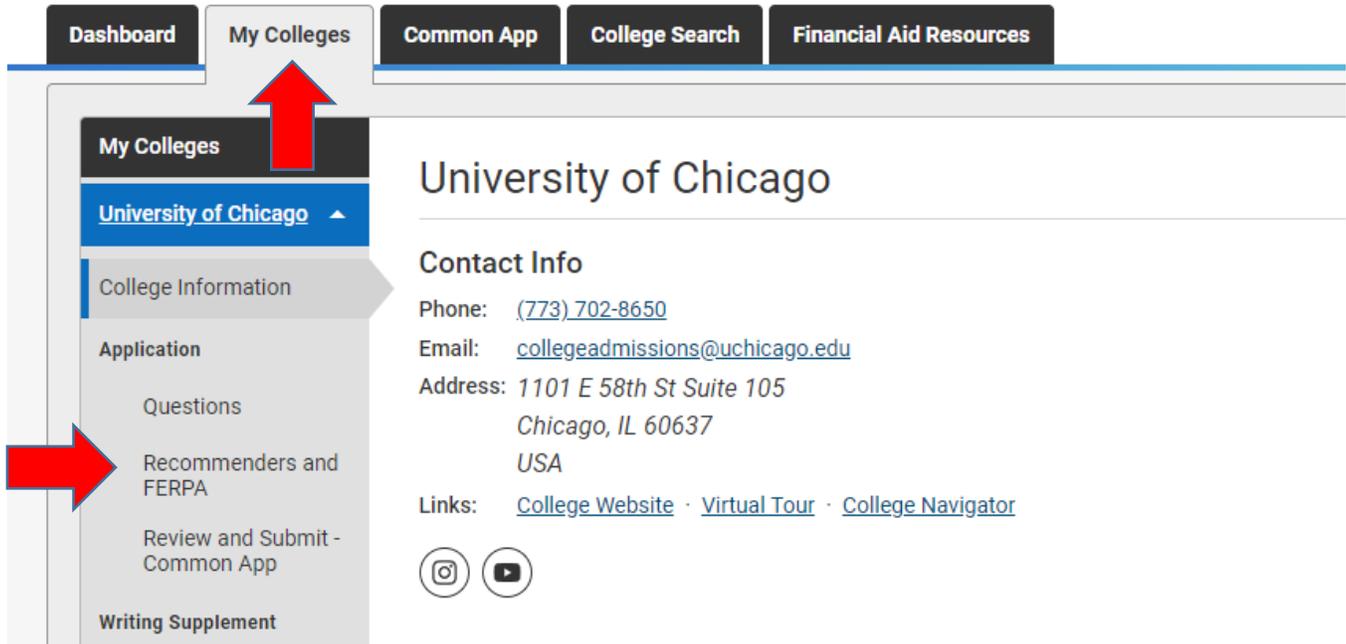
15. Once you find the school you are adding on Common App, click on the school name in the results list.

The screenshot shows the 'College Search' page. At the top right is a button labeled 'Application Requirements'. Below the title is a search bar with the text 'university of chicago'. Underneath the search bar is a note: 'Separate multiple search terms with a comma, e.g.: Washington, Boston'. To the left of the search bar is a button with a filter icon and the text 'More filters'. Below the search bar, it says '1 result' on the left and 'Sort by: College Name' with a dropdown arrow on the right. A single result is shown in a grey bar: a blue plus icon, the text 'University of Chicago' and 'Chicago, IL - USA', and a red arrow pointing to the school name. A vertical ellipsis menu icon is on the far right of the result bar.

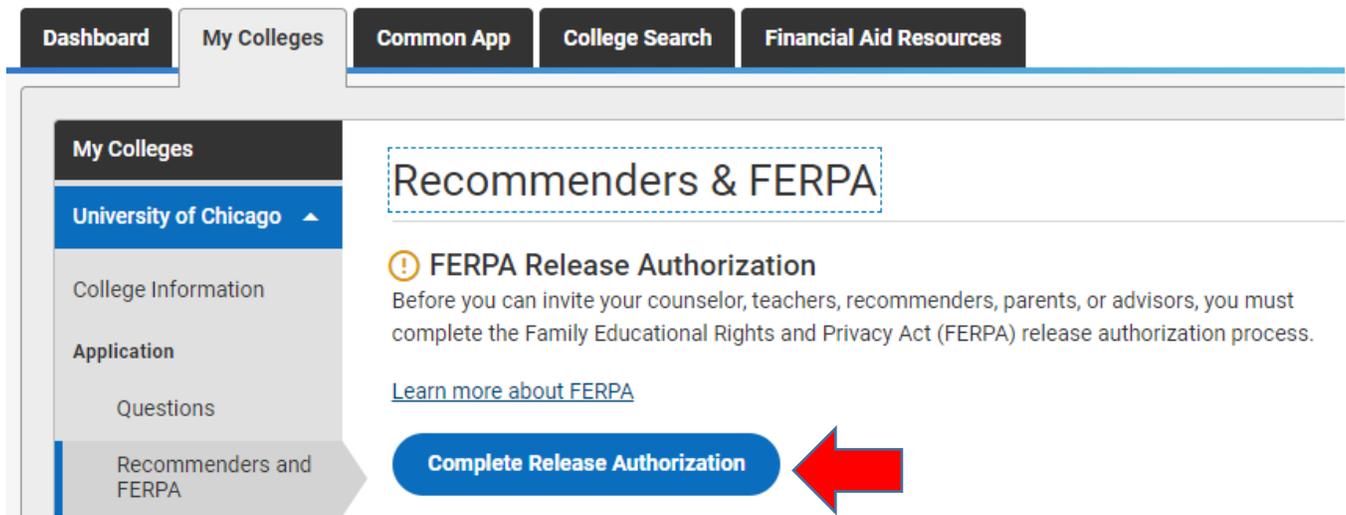
15a. Click on “Add to My Colleges”

The screenshot shows the 'Search results' page for the University of Chicago. At the top is a navigation bar with buttons for 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. Below the navigation bar is a dark header with a back arrow and the text 'Search results'. The main content area has 'University of Chicago' in a dashed blue box. Below this is the 'Contact Info' section with the following details: Phone: (773) 702-8650; Email: collegeadmissions@uchicago.edu; Address: 1101 E 58th St Suite 105, Chicago, IL 60637, USA. Below the address are links for 'College Website', 'Virtual Tour', and 'College Navigator'. At the bottom left are icons for Instagram and YouTube. On the right side of the page is a blue button labeled 'Add to My Colleges' with a red arrow pointing to it.

16. Click on “My Colleges” tab, select the school, then click on “Recommenders and FERPA.”



16a. Under “Recommenders and FERPA” click on “Complete Release Authorization.”



17. Read the FERPA information carefully and make a check in the box for “I have read and understood...” Then hit “Continue.”

**Release Authorization**

2. In a moment, you'll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?

- That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).

I have read and understood the FERPA Release Authorization explanation above.\*

Continue

17a. Read the last FERPA Release Statement and check the box.

**Release Authorization**

FERPA Form

I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.\*

18. **\*\*Select the first option to waive your right to review documents.\*\*** Select “I understand that my waiver...” Sign your name (be sure to add your last name) in the signature box, and enter the date. Click “Save and Close.” **\*\*\*You have the right to *not* waive your right to review documents, but some colleges may think that you have something to hide if you don’t waive them.**

Please select one: \*

I waive my right to review all recommendations and supporting documents.

I DO NOT waive my right to review all recommendations and supporting documents.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.**\*

Signature \*

Date \*

[Back](#) [Save and Close](#)

\*\*\*At the end of Step 18 you are ready to match accounts through Naviance.

19. Log into your Naviance Account

(See step-by-step directions for “How to Log In to Naviance” if you do not know how)

**WILDCATS**  
WEST CHICAGO

Welcome to Naviance Student

**Email**  
40137@students.d94.org

**Password**  
.....

Remember me [Forgot your password?](#)

**Login**

**Are you new here?**  
[I need to register](#)

**Community High School**  
326 Joliet St  
West Chicago, IL 60185-3142  
p: (630) 876-6200  
[www.d94.org](#)  
[Privacy Policy](#)

20a. You should be in your home screen (You should see “Welcome, Your First Name”). Click on the “Colleges” tab on the left menu.

English Go Give feedback No new messages LOG OUT

Naviance | Student Home Colleges Careers About Me My Planner

Welcome, Brian!

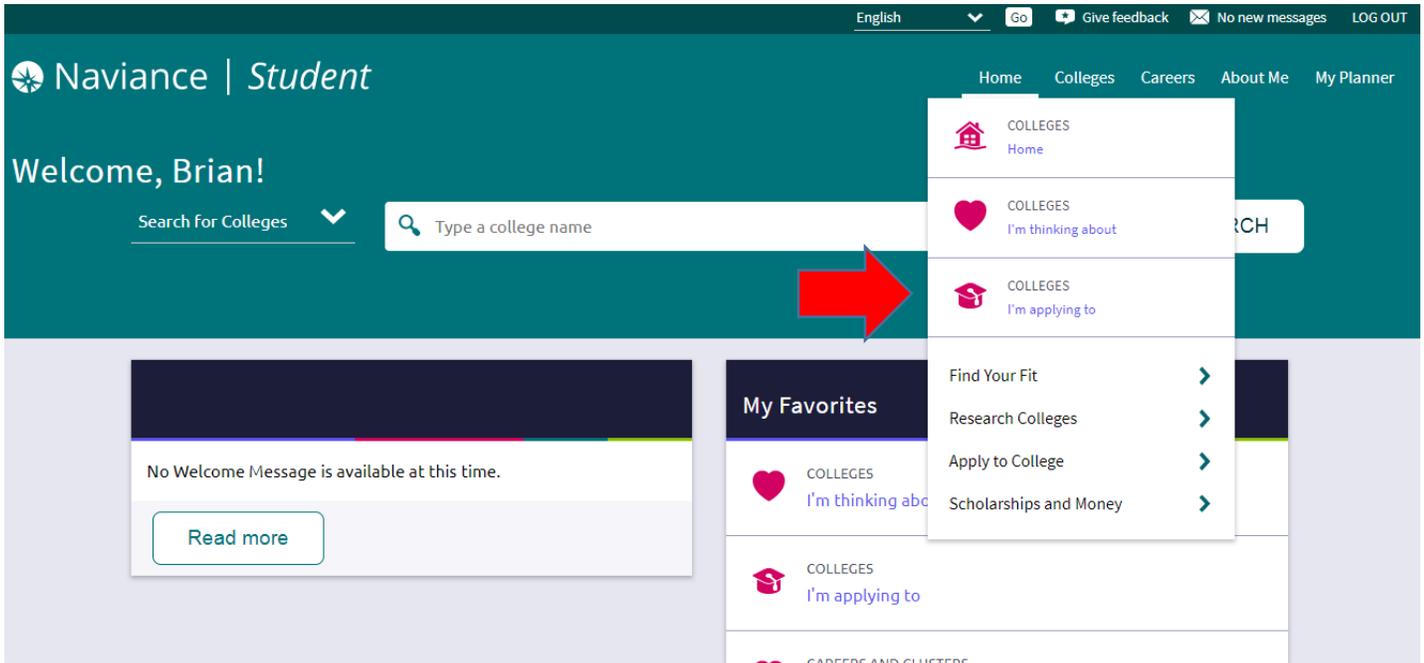
Search for Colleges Type a college name SEARCH

No Welcome Message is available at this time.  
[Read more](#)

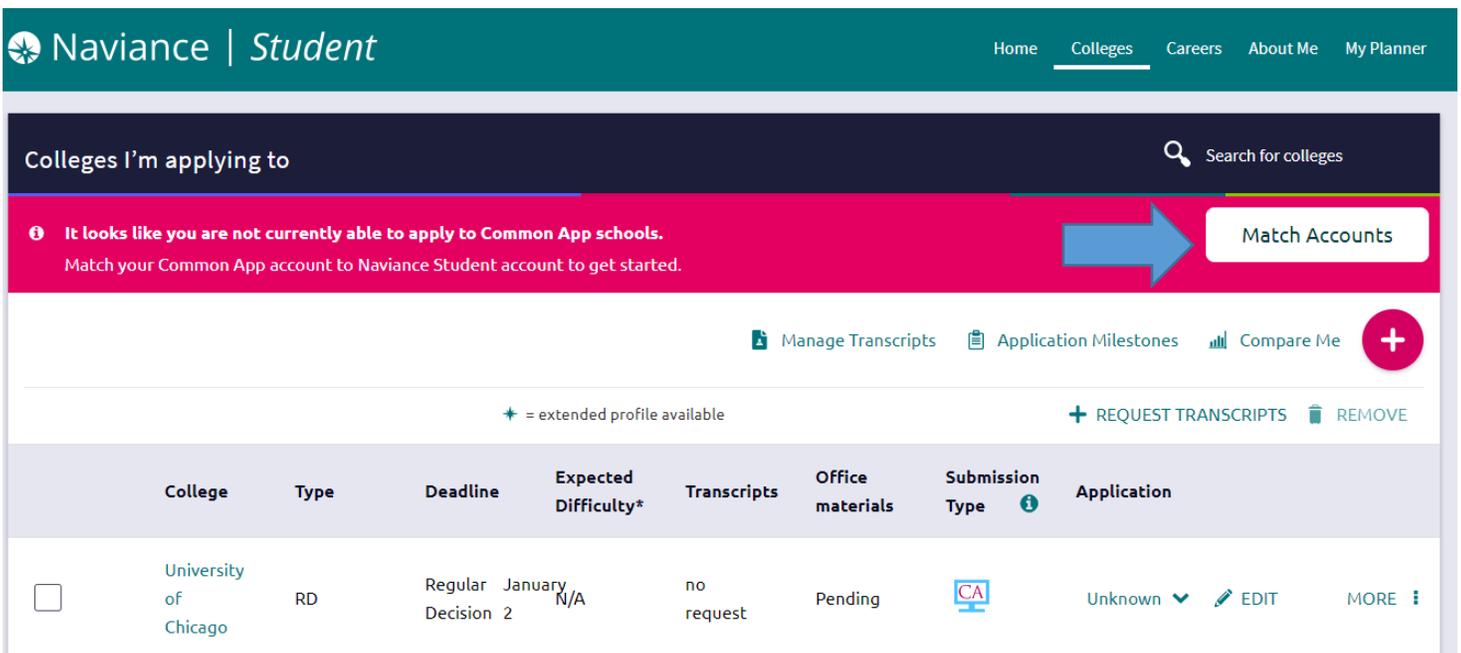
**My Favorites**

- COLLEGES I'm thinking about
- COLLEGES I'm applying to
- CAREERS AND CLUSTERS

20b. Click on “Colleges I’m Applying to” in the drop down menu



21. You will see a pink banner that says “It looks like you are not currently able to apply to Common App schools.” Select “Match Accounts.”



22. This will bring you to the “Common App Account Matching” page. Read through the information carefully. Enter the email you used for Common App (should be your school email) and your birth date then select “Match Accounts.”

**Note:** Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

### Get Started with Common App

- Create a Common App account on [Common App Online](#)
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

### Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

**Common App Email Address**

41617@students.d94.org

**Date of Birth**

10/14/2001

Match Accounts

I don't need this

### TIPS

These tips will help you successfully match your accounts.

- Make 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.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

23. You will see 2 green banners that 1) Confirm you've successfully matched your accounts and 2) Confirm your FERPA status.

The screenshot shows the Naviance Student dashboard. At the top, there are navigation links: Home, Colleges, Careers, About Me, My Planner. Below the navigation bar, there are two green confirmation banners. The first banner says "Confirmation Successfully matched!" with a close button. The second banner says "Your Common App account has been matched. Your FERPA status is waived. You're ready to apply to colleges using Common App." Below the banners is a section titled "Colleges I'm applying to" with a search bar. At the bottom, there is a table of colleges with columns: College, Type, Deadline, Expected Difficulty\*, Transcripts, Office materials, Submission Type, and Application. The table contains one entry for "University of Chicago" with a status of "Pending" and a question mark icon.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
University of Chicago	RD	Regular Decision 2	N/A	no request	Pending	?	Unknown <span>▼</span> <span>EDIT</span> <span>MORE</span>