

## MATCHING YOUR COMMON APP WITH NAVIANCE/FAMILY CONNECTIONS

- 1) Go to [www.commonapp.org](http://www.commonapp.org)
- 2) Create a Common App account by clicking on **“Apply Now”**(if you already have one, click on **“Apply Now”** and log in)
- 3) Complete the Initial Common App tasks
  - a. Complete the **current or most recent school** segment of the **education section** located under the **“Common App”** tab
  - b. Add at least one college to your **My Colleges** list by searching for colleges & universities under the **“College Search”** tab
  - c. Read & sign the FERPA Release Authorization under the **“Recommenders and FERPA”** section of the **My Colleges** tab
    - i. Click on **“Release Authorization”** under the **FERPA Release Authorization** section and fill out the release form
- 4) Complete the account matching process on your **Family Connection** by OPENING UP A SEPARATE BROWSER AND GOING TO THE FAMILY CONNECTION/NAVIANCE LOG IN PAGE
  - a. Log onto **Family Connection**
    - i. Username: [firstname.lastname@mywildcats.org](mailto:firstname.lastname@mywildcats.org)
    - ii. Password: (uppercase)first initial(lowercase)last initial and lunch #
  - b. Click on **“Colleges”** tab
  - c. Click on **“Colleges I’m Applying to”** link
  - d. Enter email address you used for Common App and your date of Birth
  - e. Click on **“Match”** to complete the process

## COMPLETING A TRANSCRIPT REQUEST

- 1) Log onto **Family Connections**
  - i. Username: [firstname.lastname@mywildcats.org](mailto:firstname.lastname@mywildcats.org)
  - ii. Password: (uppercase)first initial (lowercase)last initial and lunch #
- 2) Click on the **“Colleges”** tab
- 3) Click the **“Transcripts”** link under the **“Resources”** section (along the left side of the screen)
- 4) Click on the **“Requests transcripts for my college application”** link
- 5) From here you can either look up the school & click on **“Request Transcripts”** OR you can click on **“add request”** for any college you already have designated as applying to. Click on **“Request Transcripts”** towards the bottom of the page when you have selected all of the colleges you want to receive transcripts.

## REQUESTING A LETTER OF RECOMMENDATION VIA NAVIANCE

1. Ask the teacher, counselor, and/or coach *in person* whether they would mind writing a letter of recommendation for you, before you continue with the process.
2. Assuming he/she says yes, please provide them with your resume so they can best represent you in the letter.
3. NAVIANCE STEPS:
  - a. Log into Naviance: Family Connection
  - b. Click **Colleges** tab
  - c. Click **Letters of Recommendation**
  - d. Click **Add Request** Button
  - e. Under **Who Would You Like to Write this Recommendation**- choose one teacher, coach or counselor from the drop down menu at a time.
  - f. Select which College/University you would like that particular teacher's letter of recommendation to go.
  - g. Don't forget to **add any additional notes**: thank you's are nice, information about the program you are applying for, and/or any extra information your teacher should know about you.
  - h. Click **Save** at the bottom of the screen.
  - i. Your teacher will receive an email with your request and will upload your letter to Naviance.