Step 1: Adding Colleges to Naviance Student

☐ 1. Create a Common App account on the <u>Common App Online</u> (***If not applying Common App skip to step 5***)

☐ 2. Sign the Common App FERPA Waiver and add your high school information on the <u>Common App Online</u> (If N/A skip to step 5)

☐ 3. Add the colleges you are applying to on your Common App account (If N/A skip to step 5)

☐ 4. Sign into Naviance Student and click on **Colleges I'm Applying to**. Click the ▭ Match Accounts ▭ button to match your Common App account to Naviance Student. Your colleges that you added to the Common App, will now show up under the **Colleges I'm Applying to list** in Naviance Student. (***If not applying Common App skip to step 5***)
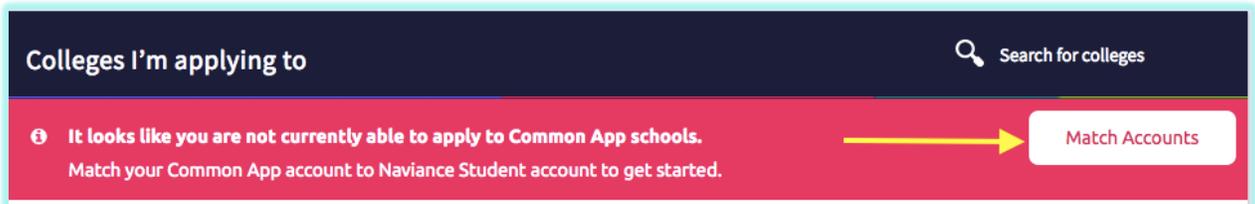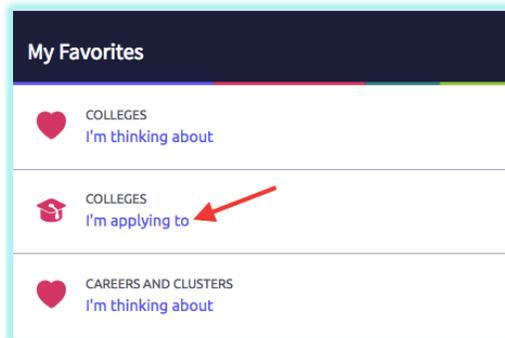
☐ 5. If starting at this step, sign into Naviance Student and click on **Colleges I'm Applying to**. If you are applying to other schools outside of the Common App or are not using the Common App, click the pink plus sign ⊕ to add a college you are applying to list.
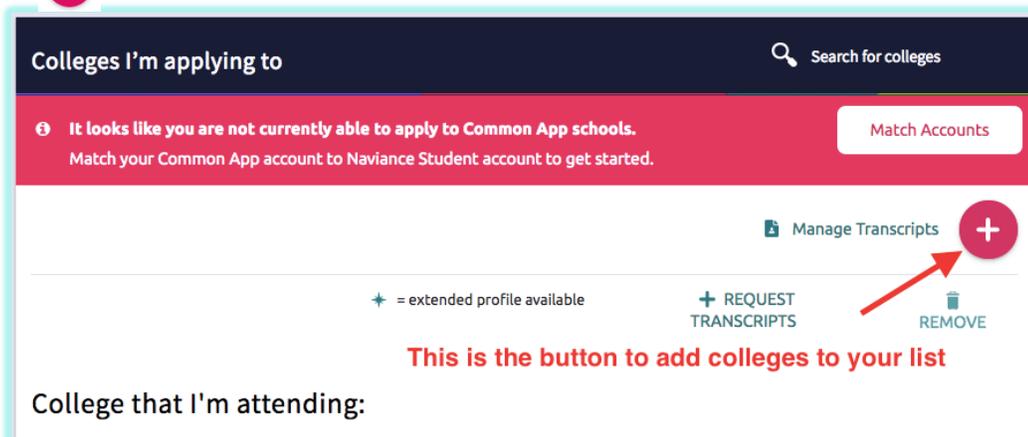
☐ 6. Choose your **App Type** (Regular Decision, Early Decision, etc.), **select how you will submit your application** (**Common App** or **Directly to Institution** – <mark>**DO NOT FORGET THIS STEP**</mark>), and check the box if you have **submitted your application** to the college.

✕ Cancel

Which college are you applying to?

| University of Chicago | ✕ | ← **Search for your college** |

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision January 2   ⌄ ← **Select your application type**

I'll submit my application

I'm not sure yet   ⌄ ← <mark>**Do NOT forget this step!!!**</mark>
Tell your counselor how you applied "Common App" or "Directly to the institution"

☐ I've submitted my application

Add Application ← **Add your college to your active application list**

Via Common App
Direct to the institution
✓ I'm not sure yet

☐ I've submitted my application

Add Application

☐ 7. Click **Add Application**

☐ 8. Follow steps 5-7 to add additional colleges