

## **How to ‘Match’ your Common App & Naviance Accounts: Required if applying to schools via Common App**

1. Login to your Common Application or create one if you don’t have one already at [commonapp.org](http://commonapp.org).
2. Once you are logged in to Common App, under the College Search tab, type in a college’s name and add it to your college list.
3. Under the Common App tab, make sure you add your date of birth and name spelled exactly as the school has it. Then go to the Education section, and complete the first tab. Our school code is 410001.
4. In Common App - Under the ‘My Colleges’ tab, select a school and click on the FERPA button. Click to sign your FERPA. Waiving your right allows us to send your information to schools without you seeing it.
5. Login to your Naviance Account at <https://student.naviance.com/oceansideca> Your Login is your school email (i.e. [firstname.lastname@oceansidecollegiateacademy.org](mailto:firstname.lastname@oceansidecollegiateacademy.org)). Password is based on what you chose but can be reset by the school counselor.
6. Once you are logged into Naviance go to the ‘Colleges’ top tab. Then click on “Colleges I’m Applying To” and in the box “match” your common application email with your Naviance account. You must type in your email used to create your Common App & your birthday. If you failed to do step #4, the match cannot be made.
7. On this same screen below you will be able to add schools to your list. Make sure to check off HOW you are applying to that school (common app, college specific application etc.) and make sure you verify that the application deadline in Naviance reflects your application deadline to the school (consider your specific major).
8. In Naviance – As you add colleges and indicate you are applying, you may request your transcript. Your transcript will ONLY be sent if requested in Naviance! Simply adding a school is not the same as requesting your transcript go to the school!
9. In Naviance - Under the ‘Colleges’ tab, click on Letters of Recommendation. You must still ask the teacher in person before requesting them on Naviance!

### Important Info to Remember:

- You will apply to colleges using Common Application, the Coalition, or online directly to the college.
- If you are submitting test scores, you MUST submit SAT or ACT test scores directly from the testing organization.
- Please check in with your school counselor about mid-year reports for colleges. Mid-year reports are an updated report of your grades, schedule, and any other information.
- NEVER request a teacher or counselor recommendation letter through Common Application. It will freeze the entire process and slow down the application process for everyone!! Make sure you ONLY request through Naviance!