

_____MATCHING YOUR COMMON APP AND FAMILY CONNECTION ACCOUNTS

The following steps are REQUIRED if you are using the Common App. Completing these steps allows your transcripts and recommendations, which are in Naviance, to be matched with your Common App.

1) First, go to CommonApp:

- Log into your Common App account. If you've not created an account, you'll need to do that.

- Under the "Common App" tab, complete the entire "education" section so that it has a green checkmark (this is necessary since the Common App must know the high school you attend).

- Go to "My Colleges." If no colleges are listed, go to "College Search" add at least one college to which you'll be applying.

- Click one of the colleges and then "assign recommenders."

- Click the FERPA Release Authorization, giving SAS permission to send your transcript. Follow the instructions and click these items:
 - I authorize every school that I have attended to release all requested records...

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

 - I understand that my waiver or no waiver selection above pertains to all colleges....

2) Second, go to Family Connection:

- Login and click the Colleges tab. Then click "Colleges I'm applying to"
- Enter the email address used in your Common App account.
- Once you've done this correctly and you see this, you are finished.
 - Common App Account Matching - Complete
 - Your Common App account was successfully matched.
- FERPA Status: Waived