Getting Started with

College Application Manager

Getting Started

1. Navigate to the College Application Manager by clicking on
   Colleges → College Applications

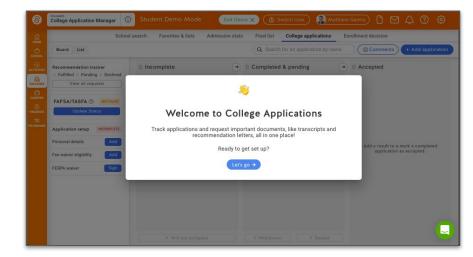2. Complete the **Application Set Up**:
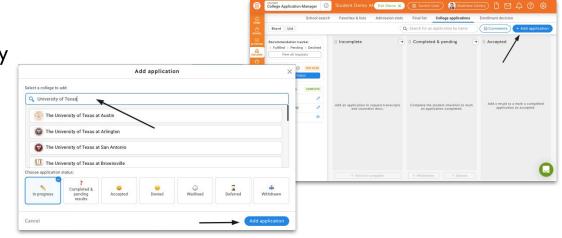   -Personal Details
   -Fee Waiver Eligibility
   -FERPA Waiver

3. Start tracking your first application by clicking **+Add Application**.
   Search for the school and then click **Add Application**

Tip: If you have schools added to your Final List in SchooLinks you can select from this list to start an application

Application Details

1. After adding an application, fill in your application details.

2. Select an Application Method and Application Type/Deadline.

3. Select any optional student requirements needed. Required materials will be automatically selected.

4. Save your application.

Note: Application details can be edited at any time. Once you click Save, this will automatically request required counselor documents for the application

Application Requirements
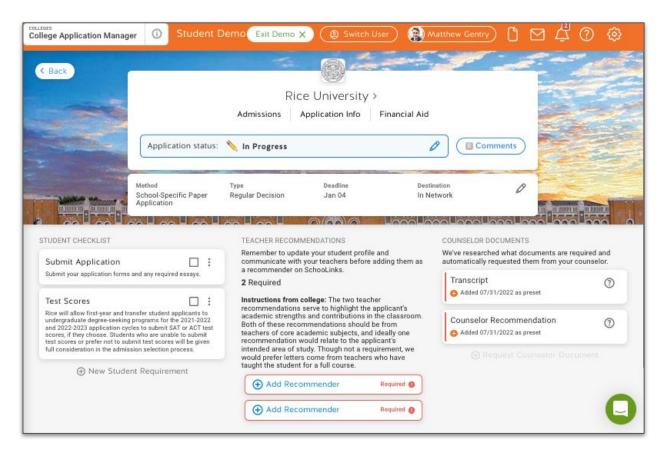
Student Checklist:

- Check the box once tasks are complete.

Teacher Recommendations:

- Request recommendations for the total # listed.

Counselor Documents:

- Any required documents will be automatically requested.
  Reach out to your counselor if you need additional documents sent.

Connecting with Common App

1. First, link your Common App account by clicking the button on the College Applications page. You can also watch this video to see the process.

2. Login or create a new Common App account.

3. Check the box to share data back to SchooLinks.

4. Add your first college to "My Colleges" and complete the FERPA waiver.

5. Use these steps to keep track of what is completed on SchooLinks and Common App.