

# Instructions for Matching Common Application and Naviance Accounts, Adding Colleges I am apply to, and Requesting Letters of Recommendations

Before transcripts can be sent to colleges, students must set up a Common Application account and link it to their Naviance account. Please watch the short video at the link below to see the necessary steps that must be completed to match accounts.

## Match the Account - Naviance Student

1. From **Naviance Student**, go to **Colleges > Colleges I'm Applying To**.
2. If the student has not completed Common App account matching, a message will display at the top of the page, along with a **Match Accounts button**.
3. Click **Match Accounts**.

[Common App Matching video:](#)

## Student Adds a College to Colleges I'm Applying To List

1. From **Naviance Student**, navigate to **Colleges > Colleges I'm applying to**.
2. Click the **Add button (Pink Plus)** in the upper right
3. Use the **drop-down** arrow and select which **college the student is applying to** from the menu. *Begin typing the school to see potential matches.*
4. Use the **drop-down** arrow and select the **App Type** (regular, early decision, etc.) from the menu options.
5. Use the **drop-down** arrow and select how they will submit their application or select the checkbox to indicate it has already been submitted.
6. From this point, select either **Add Application (if no transcript request) or choose to Add and Request Transcript**.
7. If the student selects **Add Application**, the *college is added to Colleges I'm Applying To*.

[Colleges I am apply to video:](#)

## Request Letters of Recommendation:

1. From **Naviance Student**, navigate to **Colleges > Apply to College > Letters of Recommendation**.
2. On the *recommendation request* page click **Add Request**.
3. From the *Add new request page*, select the **desired teacher** from the drop-down menu.

4. The student should select the checkbox for the **specific college** teacher should write recommendations or select **General Request**.
5. The student can add a personal note (up to 3000 characters) for the teacher and highlight any important aspects of their applications that they want the teacher to consider, such as first-choice schools, early decision applications, intended major, or degree of study.
6. The student should click **Submit Request** at the top or bottom of the page to return to the recommendation status page. *At the top of the page, a green status bar shows the teacher's name and the number of requests for the student.*
7. From here, the student will see the status of all Teacher Recommendations requests made.

[Requesting Teacher letter of Rec Video](#)