

Using Common App, Parchment, SAT scores

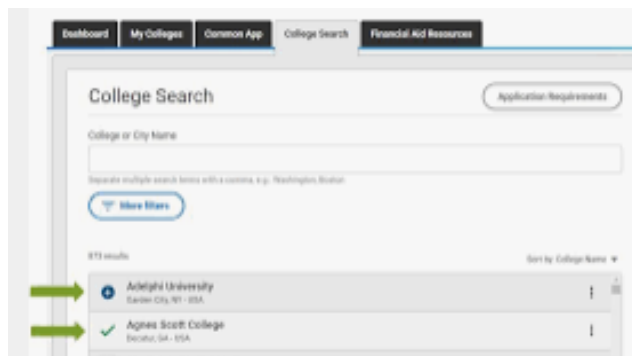
- WMU's only application now is through the Common Application. www.commonapp.org

3 Steps to Apply to College:

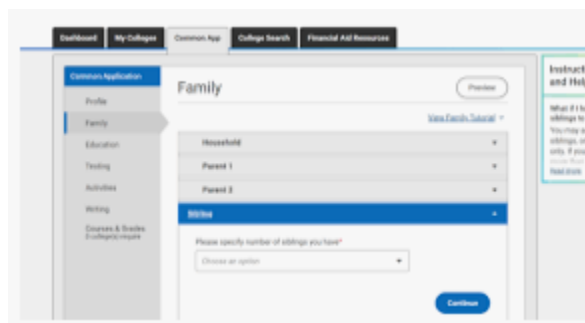
1. Create a Common App account online. www.commonapp.org
 - a. Upper right corner, create an account. Use your personal email address. Follow prompts to verify your email account. Return back to Common App.
2. Send your transcript to WMU via Parchment www.parchment.com
 - a. See instructions at the bottom to create an account and send your PN transcript to WMU..
 - b. You'll send your transcript now and again before senior sign out. WMU will require that your final transcript (June) is on file with them before you can take classes next year.
3. Send your SAT score to WMU via the College Board www.collegeboard.org
 - a. Log in to your College Board account and "send your score" to WMU.
 - b. WMU's college board SAT code is: 1902

I. Common App Instructions:

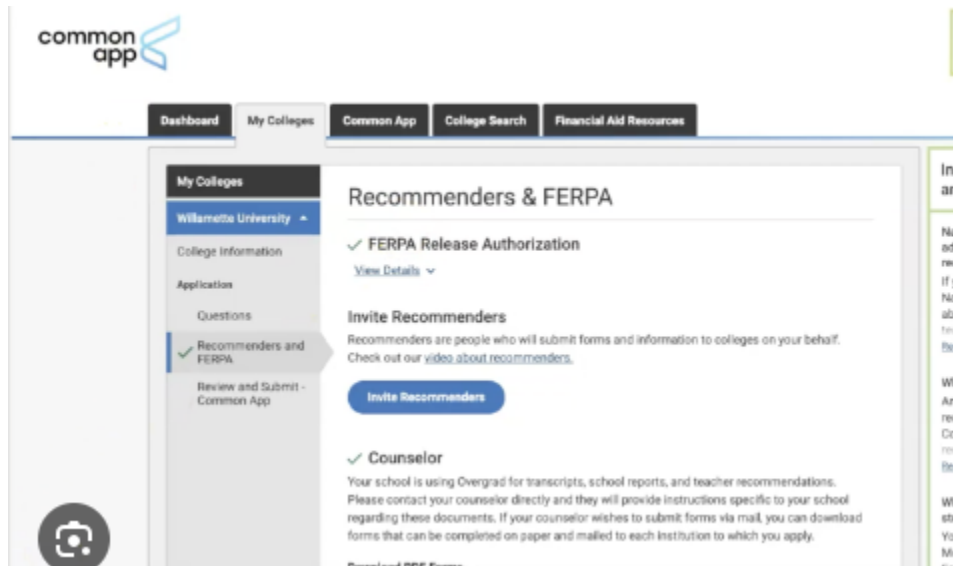
1. Once you've created an account, read the "how to" tutorials.
2. From your "Dashboard", click on "college search". ADD colleges (WMU) to your account. Follow prompts. See picture below.



3. Under "Common App", click on "education". Complete the first section of "education" by entering PN info.
 - a. You'll return to the "common app" section later and complete all required portions. See picture below, click on "education".



- Go back to "My Colleges". Click on WMU. Click on "FERPA and Invite Recommenders". Follow the prompts under the "FERPA" part.
- Then, scroll down to "invite counselor". Fill in your counselor's name and info correctly. A link will be sent to your counselor and she'll complete her portion on her end. Be sure to follow up with her to make sure that she received your Common App request.



II. Parchment Instructions (transcript):

- Go to www.parchment.com
- "Create Account" (top left corner, in blue banner)
 - They'll send an email confirmation to your email address to verify. You must verify before you can continue.
 - If you think you already have an account, but can't sign in... don't create a second account. Do the "forgot password" steps.
- Return to Parchment. Login as a "learner".
- Click blue "+" (plus sign) to "add your school. Search and add Portage Northern. Follow prompts to add PNHS.
 - Enter earliest year 2021-2025
 - Follow instructions & prompts. Consent & request.
- At "home" screen (dashboard)... click on "orders" (top right in blue). Or "order" in blue box on main screen.
 - Search college/university. Click continue. You can "add another destination" to add more schools. Continue. Save & Continue.
- Electronically sign your name. Save & Continue.

III. College Board Instructions (SAT score):

- Go to www.collegeboard.org Login to your previous account. Use all the possible email addresses and/or passwords that you may have used to create your account. Do not create a new/another account!
- Click on "My SAT". Click on "see score sends". Did you already send your previous score to the college to where you want to apply now? If so, good... done!
- If not, click on "send more scores". Enter the college to where you want to apply; click add. Follow the "continue" prompts.
- Pay the \$14 per school to send your SAT score from the College Board to the college directly.

When all 3 steps are complete, then your college application will be complete.