

RIVERVIEW IB
The Common Application and Naviance*

1. Go to www.commonapp.org and register.
 - Enter your email address and password.
 - Remember this email address/password combination as you will need it in Step 4.

2. Before linking your *Common Application* and *Naviance* accounts you must complete the following initial tasks:
 - Go to the **Common App** tab and complete the questions in the **Education** section using the following information. (The section is complete when a green check mark appears)
 - Riverview High School code is: **101583**
 - Riverview High School Graduation date is **May 18th, 2019**
 - Enter your Counselor's name, email address, and phone number: **James Minor**, james.minor@sarasotacountyschools.net, (941) 923-1484; or **Paul Gallagher**, jpaulgallagher7@gmail.com
 - A CBO is a "community based organization". Has anyone from a CBO has provided FREE assistance in your application process? (likely "no" for most of you).
 - In the "Grades" section:
 - Yes, we do report class rank
 - Graduating class size: **618**
 - Enter your Cumulative GPA (use your *weighted* GPA)
 - GPA scale = 4.0 (not 5)
 - GPA weighting = Weighted
 - Enter all of your current year courses. The credit value is 1 for a year-long class and .5 for a semester-long class (we are semester-based).
 - Enter any honors you have received.
 - Indicate what your career interest is and what level of degree you plan on earning.
 - Add at least one college to your **My Colleges** list.
 - Sign the FERPA Release Authorization (See the FERPA waiver information sheet).
 - After at least one college is added, view it on the Dashboard.
 - Click the arrow next to the college to view a list of application requirements
 - Click on the "incomplete" button next to **Assign Recommenders**.
 - Complete the steps to sign the FERPA Release:
 - Check the authorization box for FHS to send your records.
 - Click (or not) the "*I waive my right to review all recommendations and supporting documents submitted by me or on my behalf*" Check that you understand that the waiver pertains to all colleges to which you apply.
 - Sign, date, and submit.
 - You cannot change your FERPA statement later so please click the appropriate box!

3. Complete the account matching process in your *Naviance* account.
 - The *Common App* matching page appears on your *Naviance* **Colleges I'm Applying To** page.
 - Enter the email address you used on your *Common App* account and click **Match**.

4. Manage your **Colleges I'm Applying To** list in *Naviance*.
 - Review your college list in *Naviance* and make certain ALL colleges to which you are applying appear (your *Naviance* list MUST match your *Common App* college list).
 - If appropriate answer YES to the question *Applying via Common App?*
 - If you are applying to any non-Common App colleges, add them to your college list at this time.

*Ignore these instructions if you are not using the *Common Application* (except #4)!

