# Getting Started with



# SchooLinks

# 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*
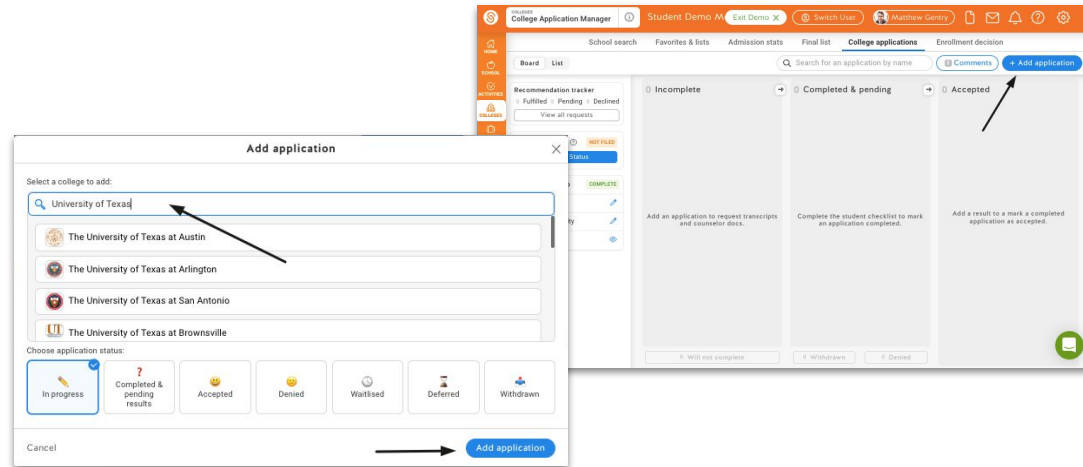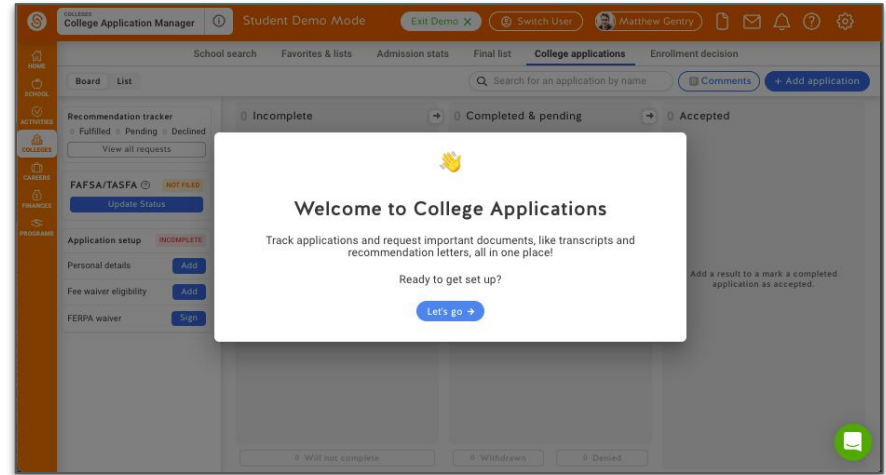
# Application Details

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. ⟶