

Student eDocs Guide

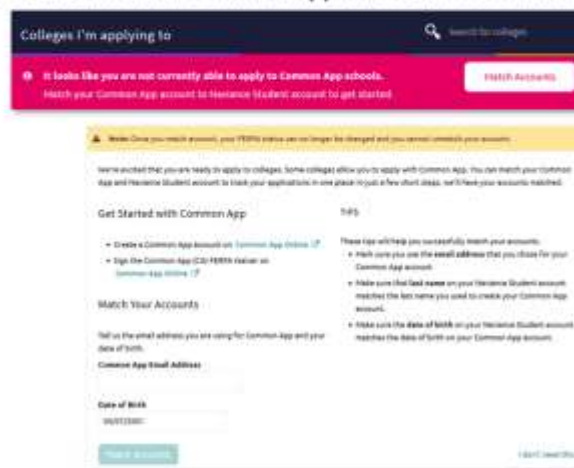
Cobb County School District
SY 19-20

Matching Common App Account

Matching the Common App Account in Naviance

Students should follow the steps in [this video](#) to learn how to match their Common App Account in Naviance.

1. Go to **Colleges I'm Applying To List**
2. **Select the hot pink bar to Match Accounts**
3. **Enter the email address** used for the Common App account
4. **Confirm that the birthdate is correct**
5. **Select Match Accounts**
6. Once a student has matched their account, schools from their application list in Common App will feed into their Colleges I'm Applying To list in Naviance

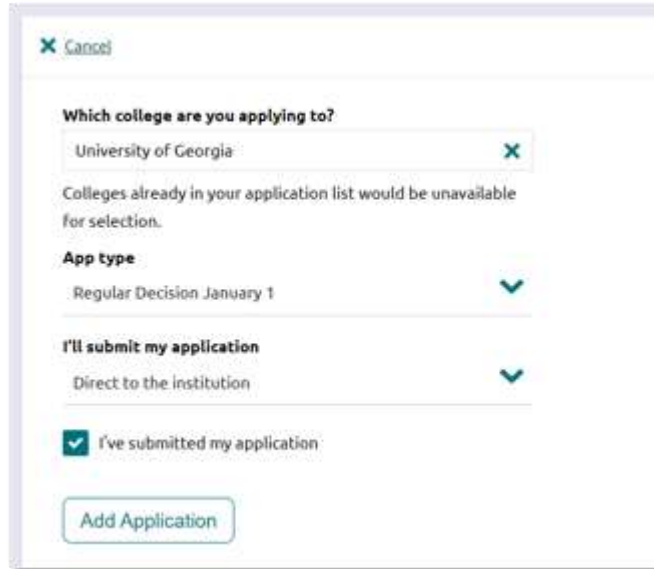


Common App Matching Tips

- Make sure to use the email address that you used to create your Common App account
- Your Date of Birth will automatically pull in from your Naviance account
- If you still have questions, reach out to your counselor if you need help with this! 😊

Add colleges to the Colleges I'm Applying to List

1. Go to **Colleges I'm Applying to List**
2. **Select the pink plus sign** to add a college to the application list
3. Search for the name of the school and **select Add Application**
4. **Select App Type** (e.g., RD, ED, EA, etc.)
5. **Select How You'll Submit Your App** (e.g., Common App, Direct to Institution)
6. **Select add application**
7. **Select the pink plus sign** to add additional colleges to the application list



Request Letters of Recommendation

Request Letters of Recommendation

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

[Add Request](#)

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:**

Choose specific colleges I am applying to for this request.
 All schools and future colleges I add to my Colleges I'm Applying To list.

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request.

[Cancel](#) [Submit Request](#)

Requesting LORs

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Select **Add Request**
4. Select a **recommender**
5. Select which **colleges the request is for**
6. Include a **personal note**
7. Select **Submit Request**
8. Select **Request and Finish**

Notes on Letters of Recommendation:

- You should only request LORs if you have already applied to the school or are very certain you will apply in the future
- Teachers will write ONE letter for all schools that you apply to, unless you specify otherwise
- Only request letters from teachers that you actually want to submit a letter
- Keep in mind that schools have limits on the number of recommendations you are allowed
- Be SURE to cancel any requests you NO longer need ASAP

Track Submission Status in Naviance

Tracking Transcript & App Materials Status

1. Go to **Colleges I'm Applying To List**
2. Check the **Office Materials** column to review when a staff member has indicated that all materials have been sent for that application
3. The Office Materials column will say 'submitted' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> of Central Florida	RD	anytime Decision	N/A	requested	Pending		Submitted EDIT MORE
<input type="checkbox"/> DePaul College	RD	Regular April Decision 1	N/A	final sent	Final submitted		Accepted EDIT MORE

Tracking LOR Status

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR



Tips & Getting Help

- Tip: After you match your Common App account with your Naviance account, your Common App applications/ schools will feed *automatically* into your Colleges I'm Applying To list in Naviance.
- If you still have questions, reach out to your counselor if you need help with this! 😊