

MATCHING YOUR COMMON APP WITH NAVIANCE/FAMILY CONNECTIONS

- 1) Go to www.commonapp.org
- 2) Create a Common App account by clicking on **"Apply Now"**(if you already have one, click on **"Apply Now"** and log in)
- 3) Complete the Initial Common App tasks
 - a. Complete the **current or most recent school** segment of the **education section** located under the **"Common App"** tab
 - b. Add at least one college to your **My Colleges** list by searching for colleges & universities under the **"College Search"** tab
 - c. Read & sign the FERPA Release Authorization under the **"Recommenders and FERPA"** section of the **My Colleges** tab
 - i. Click on **"Release Authorization"** under the **FERPA Release Authorization** section and fill out the release form
- 4) Complete the account matching process on your **Family Connection** by OPENING UP A SEPARATE BROWSER AND GOING TO THE FAMILY CONNECTION/NAVIANCE LOGIN PAGE
 - a. Log onto **Family Connection**
 - i. Username: Three Rivers Email Address
 - ii. Password: Student ID number plus 000
 - b. Click on **"Colleges"** tab
 - c. Click on **"Colleges I'm Applying to"** link
 - d. Enter email address you used for Common App and your date of Birth
 - e. Click on **"Match"** to complete the process

COMPLETING A TRANSCRIPT REQUEST

- 1) Log onto **Family Connections**
 - i. Username: Three Rivers Email Address
 - ii. Password: Student ID number plus 000
- 2) Click on the **"Colleges"** tab
- 3) Click the **"Transcripts"** link under the **"Resources"** section (along the left side of the screen)
- 4) Click on the **"Requests transcripts for my college application"** link
- 5) From here you can either look up the school & click on **"Request Transcripts"** OR you can click on **"add request"** for any college you already have designated as applying to. Click on **"Request Transcripts"** towards the bottom of the page when you have selected all of the colleges you want to receive transcripts.