

HOW TO LINK YOUR COMMON APP TO NAVIANCE

- Login to common app
- Click on "common app" tab
- Click on "education" on left column
- Under current/recent secondary high school search for Lincoln and add it

ONCE THESE STEPS ARE COMPLETE:

- Go to college search tab
- Add one college you plan on applying to (it must be a SUNY or a 4 year college)
- Click on college tab
- Click on college
- Click on "recommenders & FERPA"
- Click on blue box that says "FERPA Release Authorization"
- Check boxes and AGREE to everything and MAKE SURE to select "I WAIVE my right to view recommendations"
- Put full name and date and press save

STUDENTS DO NOT GO BACK TO THIS SECTION AND REQUEST RECOMMENDATION LETTERS. REQUEST TEACHERS ON NAVIANCE AND GIVE THEM A RESUME IN PERSON!

LAST STEP:

- Log in to Naviance
- Click on colleges
- Colleges I'm applying to"
- Click on "match accounts" (top right corner highlighted in pink)
- Enter the email you used on Common App and your date of birth
- Click "match accounts"