

# The Student's Map of SchoolLinks' College Application Manager

## Application Manager Board View

1 Get set up

2 Connect to Common App

3 Add your applications

4 Click to view more actions

5 Completed & pending

6 Add award letters to compare tuitions

7 View recommendation requests

8 Make your enrollment decision

## Application Manager List View

1 Switch between board & list views

2 Track application materials

3 Update your FAFSA status

4 View and leave comments on your applications

5 Add your result

## Application Detail View

1 Access school resources

2 Edit application details

3 Track application materials

4 Complete your applications

5 Request recommendations

6 Add your result

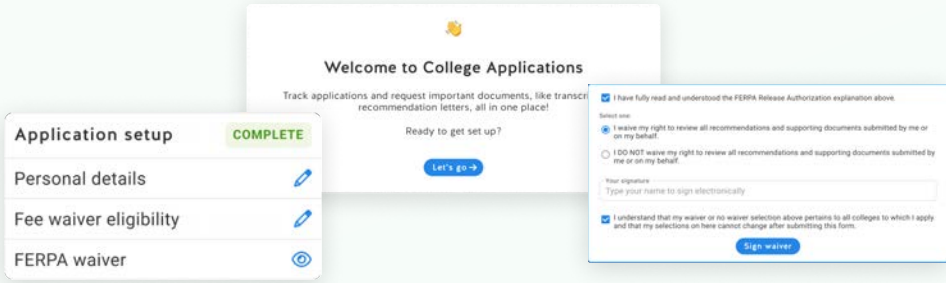


# The Student's Guide to SchoolLinks' College Application Manager



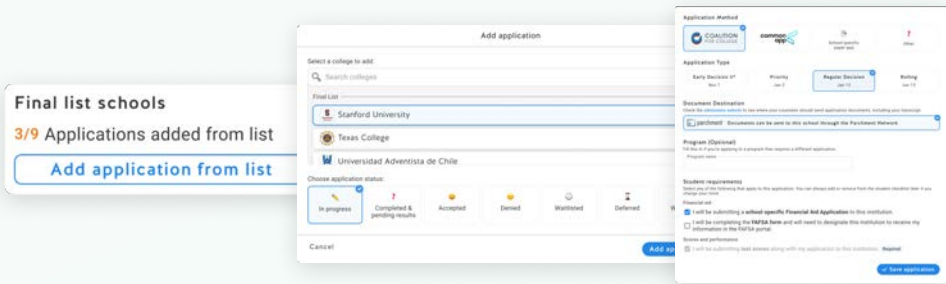
## Get set up

Add your email and mailing address, determine your fee waiver eligibility, and complete the SchoolLinks FERPA waiver in order to start tracking your college applications.



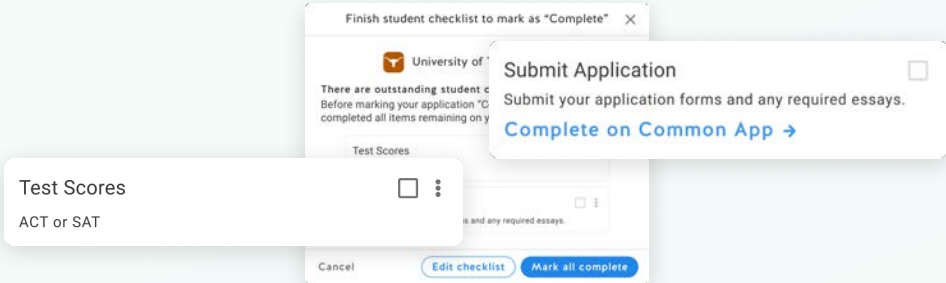
## Add your applications

Add applications from your Final List and fill out the details. If it's a Common App application, you'll need to add it to "My Colleges" in Common App, then refresh the page back on SchoolLinks.



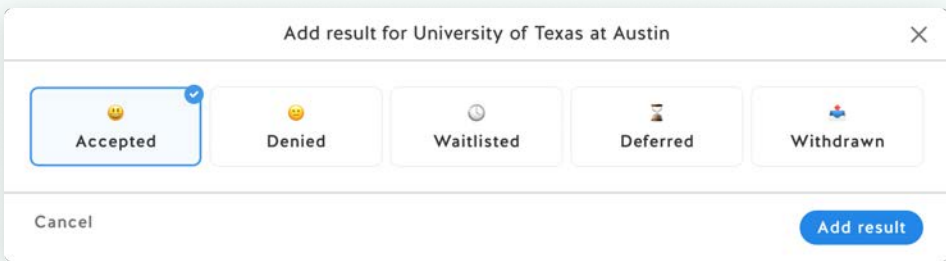
## Complete your applications

As you complete your applications, be sure to check off the items on your student checklist. You can also check all items at once by clicking "Mark as 'Complete.'"



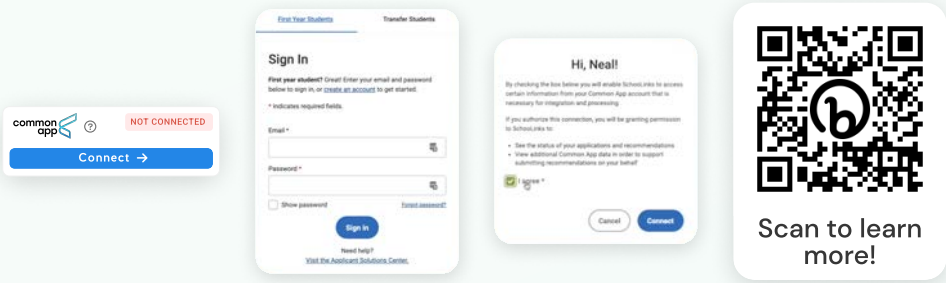
## Add your results

When you hear back from colleges, add your results in SchoolLinks to request any final transcripts and requirements.



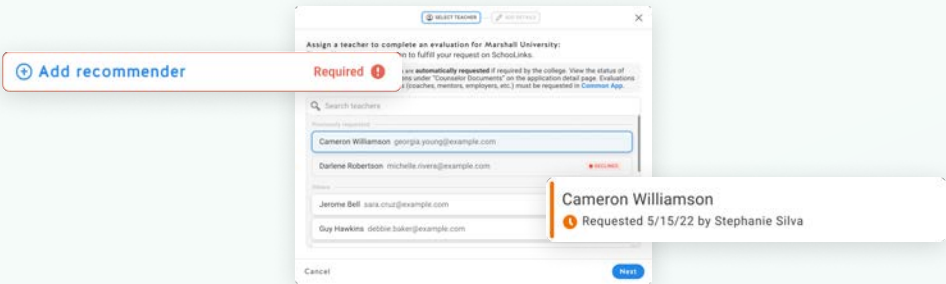
## Connect to Common App

If your school uses Common App, follow the link to log in or create an account. Make sure you consent to share information with SchoolLinks and add your high school. Complete the Common App FERPA in the colleges tab once you've added a college.



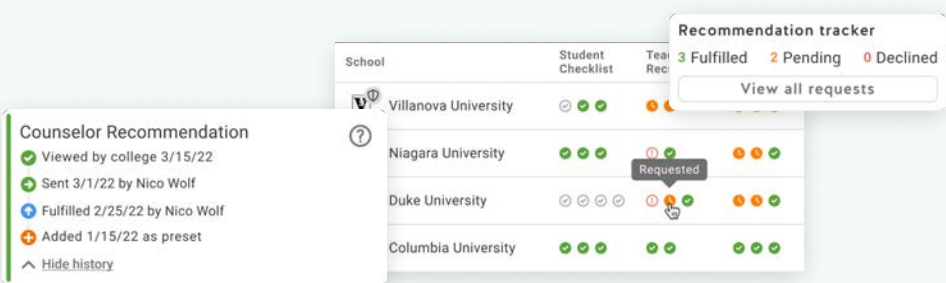
## Request recommendations

Once you've added an application, SchoolLinks will let you know how many teacher recommendations are required. Select your teacher from a list, or add them manually.



## Track application materials

Check back in SchoolLinks to see the status of all your application materials. With electronic applications, you can even see when the college has viewed your documents!



## Make your enrollment decision

Once you've made the big decision, add your decision in SchoolLinks to let your counselor know and to request your final transcript.

