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 & Request Transcript
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 the type of transcript being requested
7. Select any other schools that need transcripts
8. Select Request and Finish
9. Students should only add colleges to this list and request transcripts if they have already applied to the school or are very certain they will apply in the future

Request Transcripts

Requesting Transcripts
1. Go to Colleges I’m Applying To List
2. Select Request Transcripts at the top of the list
3. Select the type of transcript being requested
4. Select any other schools that need transcripts
5. Select Request and Finish

Note: You should only request transcripts if you have already applied to the school or are very certain you will apply in the future
Request Letters of Recommendation

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 Transcript column to review when a counselor has submitted a transcript
   1. The transcript column will say ‘sent’ if the transcript has been sent
3. Check the Office Materials column to review when a staff member has indicated that all materials have been sent for that application
   4. 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

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! 😊