

ACC COLLEGE APPLICATION SET UP AND INTEGRATION

Getting Started with Your Applications

Applying to college can feel overwhelming, but breaking it down into manageable steps can make the process much smoother. Here's a document to guide you through the initial stages of your college applications, focusing on how to use Common App and SchoolLinks together effectively.

Step 1: Common App Setup – Your College Apps

The Common App is a platform used by hundreds of colleges. Here's how to get started:

1. Start Your Common App Account:

- Visit the [Common App website](#) and create an account.

2. Add Arlington Career Center as Your School:

- In the Education section, add Arlington Career Center as your school. Make sure you select the correct high school!

Current or most recent secondary/high school *

Arlington Career Center

816 S Walter Reed Dr

Arlington, VA 22204-2385

USA

Public

CEEB Code : 470073

1. Add Colleges & Sign the FERPA:

- Add colleges you're applying to in the "My Colleges" tab.
- **Crucially**, sign the FERPA (Family Educational Rights and Privacy Act) waiver for *one of the* colleges you add - this will apply to all colleges in your list. This allows your counselor to send your transcripts and recommendations.
- [THIS VIDEO](#) will show you how to access and sign the FERPA in your Common App account

Step 2: SchoolLinks Access and Setup

SchoolLinks is the platform we use to send transcripts and recommendations to colleges.

Here's how to set it up:

1. **Access SchoolLinks via MyAccess:**
 - Log into MyAccess, and find the SchoolLinks link to access the platform.
2. **Complete Onboarding (If Needed):**
 - If this is your first time using SchoolLinks, follow the on boarding steps.
3. **College Application Manager Setup:**
 - Follow the prompts to set up your College Application Manager.
 - This involves adding your home and email address, indicating your eligibility for application fee waivers, and signing the FERPA waiver *again*. It's essential to sign the FERPA on *both* Common App *and* SchoolLinks.

Need help? [Watch this video](#) on setting up your College Application Manager

Step 3: Connecting Common App and SchoolLinks

Now, you need to connect your **Common App** account to your **SchoolLinks** account. Once connected, you will be able to request transcripts, recommendations, or other documents through your **SchoolLinks** platform.

[Follow these instructions](#) for connecting your accounts

Important Note: All document requests (transcripts, recommendations) must be submitted through SchoolLinks, *not* through the Common App.

Need a School Counselor Recommendation? Brag Sheets Are Required!

- [Student Brag Sheet](#)
- [Parent Brag Sheet](#)

Additional Resources

Here are some additional resources to support you during the application process:

- [Common App Resources](#)
- [College Essay Guide](#)

- [College Application Hub](#)