Merging your Common App with your Naviance Account

To Access Naviance, go to https://student.naviance.com/byramhills or scan the following QR code:

Username:
- Full School Email:
  - lastnamefirstinitialgradyear@byramhills.net
  - Example: John Doe, Class of 2020
doej20@byramhills.net

Password:
- Your password is the password you chose when you registered.
- If you do not remember your password, you can click on the “forgot password” feature or you can see your school counselor to have it reset.

Once you are on the home page for Naviance, click on COLLEGES on the top right.
Under **COLLEGES I'M APPLYING TO**

Click on **MATCH ACCOUNTS**
A note about FERPA: You cannot merge your Common App with your Naviance Account until you have completed and ‘signed’ your FERPA waiver on Common App.

What is FERPA?
FERPA stands for The Family Educational Rights and Privacy Act, a federal law that protects the privacy of student education records.

- First step toward completing the recommendation process for your applications.
- The FERPA release needs to be completed only once and will be applied to all schools on your My Colleges list.
Access the FERPA Release Authorization two ways.

**Option 1:**
Click on the name of a school from your Dashboard and then click the ‘Incomplete’ link next to Recommenders and FERPA.

**Option 2:**
Select a school from your My Colleges tab and click the Recommenders and FERPA section.
Click on **RELEASE AUTHORIZATION**

Read the FERPA Release Authorization explanation and check the box

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond.

1. **How does FERPA relate to your college application?**
   FERPA gives you the right to review confidential letters of recommendation under certain circumstances if:
   - You are enrolled in college and that college saves the recommendations for enrolled students, or
   - You are 18 or older.

2. **In a moment you’ll be asked if you want to waive this right. Why would you want to do that?**
   - Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
   - Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. **Still unsure how to respond?**
   - That’s OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).
1. Check the box to authorize the release of your records
2. Check the box which indicates: I waive my right to review all recommendations and supporting documents submitted by me or on my behalf
3. Check the box indicating that you understand that your FERPA release selection pertains to all schools you are applying to
4. Electronically sign by typing your full name
Now that you have completed your FERPA waiver: Type in the email address you used to create your Common App and your date of birth to confirm your identity.

Click MATCH ACCOUNTS