

Merging your Common App with your Naviance Account

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



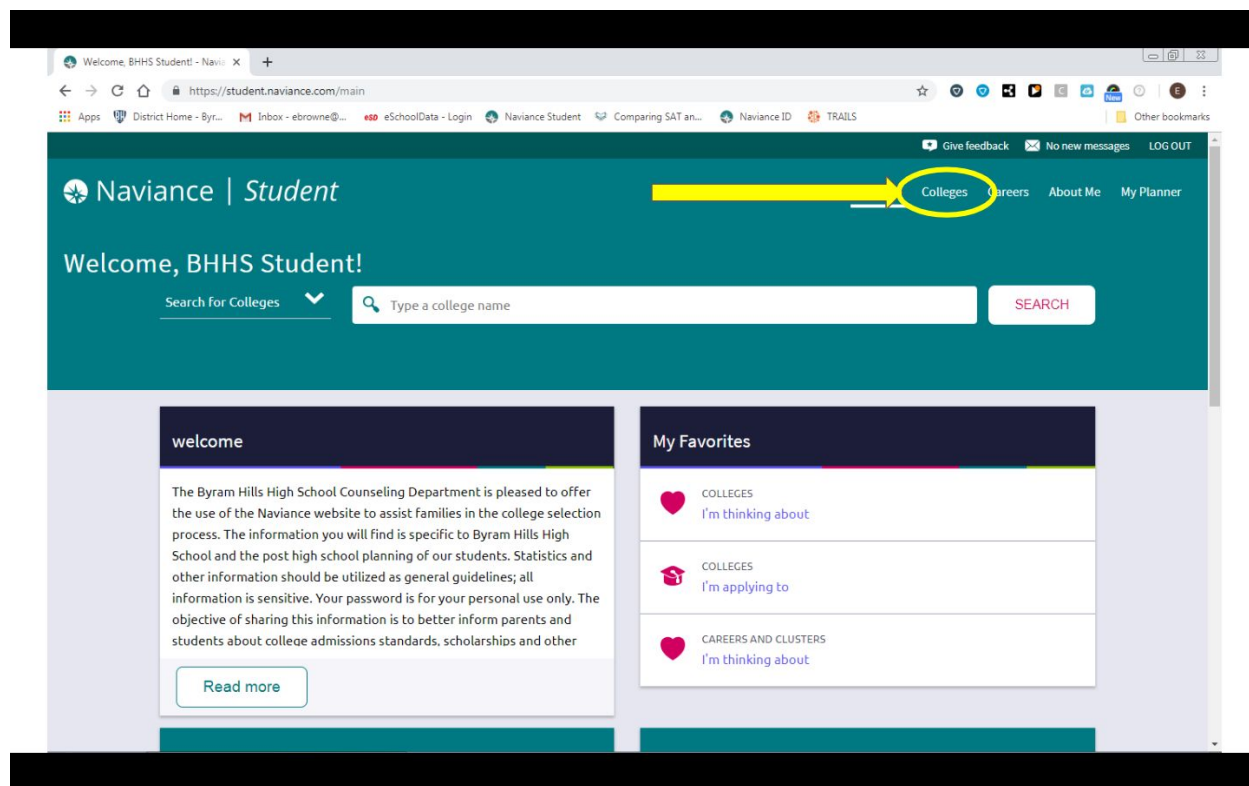
Username:

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

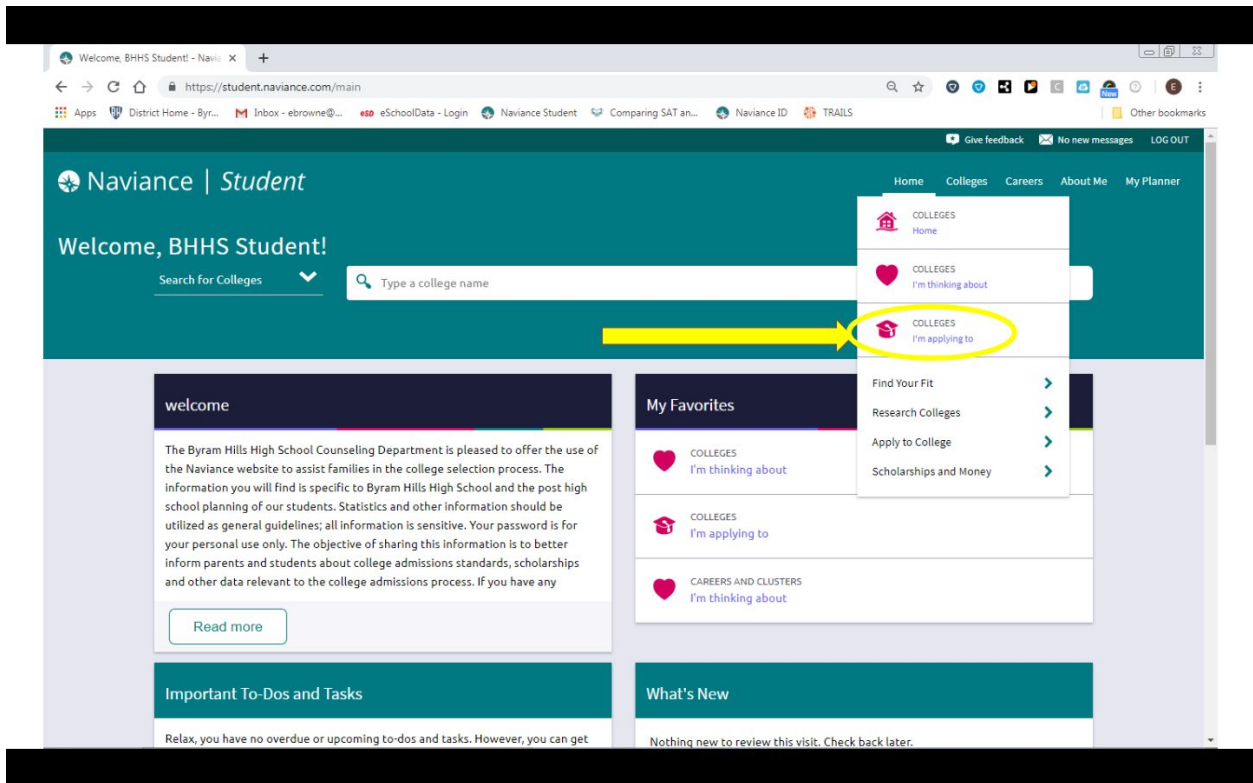
Password:

- 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.

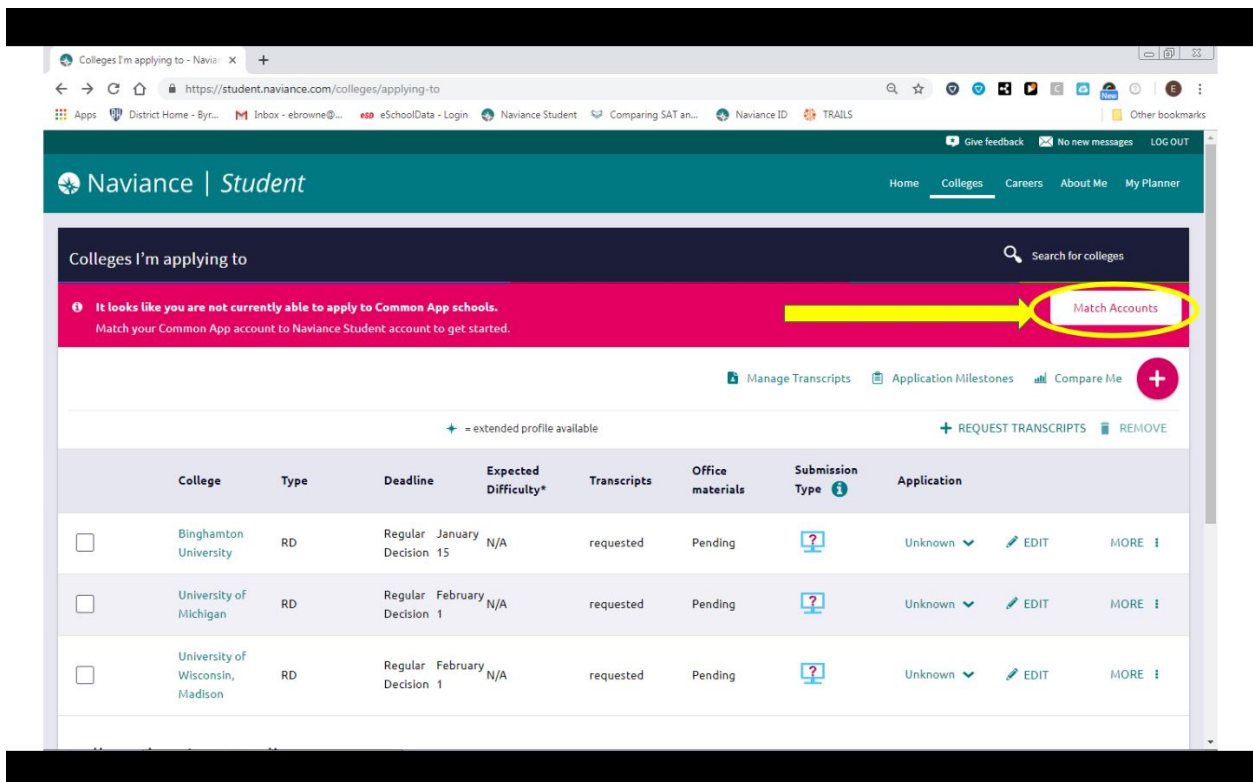
Once you are on the home page for Naviance, click on **COLLEGES** on the top right



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

Naviance Student

https://student.naviance.com/colleges/common-app/match

Naviance | Student

Close Common App Account Matching

Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on [Common App Online](#)
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

[Match Accounts](#) [I don't need this](#)

TIPS

These tips will help you successfully match your accounts.

- Make sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

What is FERPA?

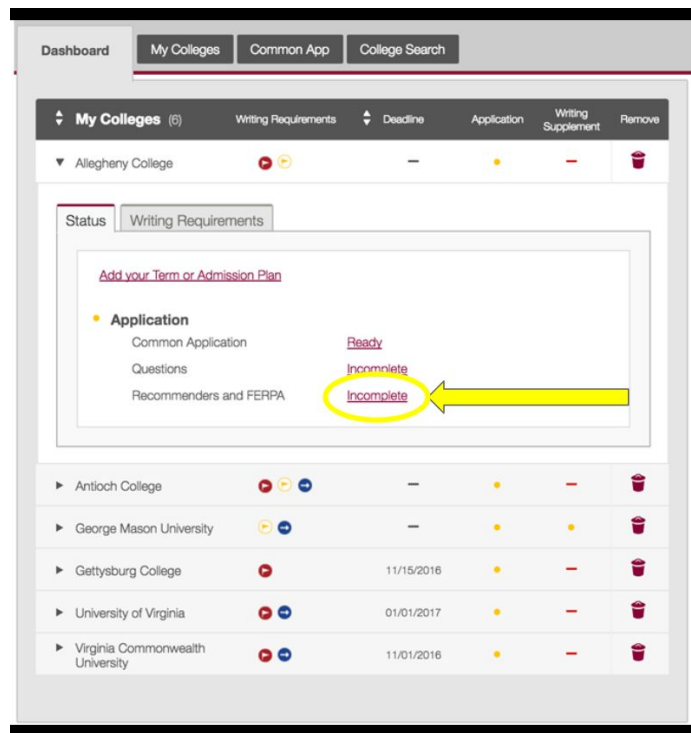
FERPA stands for The Family Educational Rights and Privacy Act, a federal law that protects the privacy of student education records.

- 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.

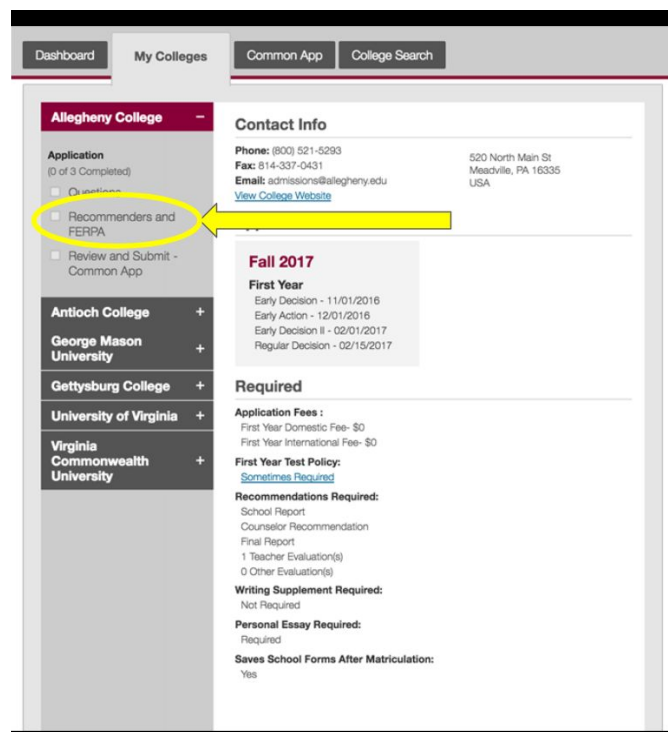
Option 1:

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**

The screenshot shows a web application interface. At the top, there are navigation tabs: 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. Below these, a sidebar on the left lists colleges: 'Allegheny College' (selected), 'Antioch College', 'George Mason University', 'Gettysburg College', and 'University of Virginia'. The main content area is titled 'For All Colleges' and contains a section for 'FERPA Release Authorization'. This section includes a statement: 'I have authorized release of all requested records covered under the FERPA act and have waived my right to access.' Below this statement is a button labeled 'Release Authorization', which is circled in yellow with a yellow arrow pointing to it. Other sections visible include 'Invite Recommenders' and 'Recommenders for Allegheny College'.

Read the FERPA Release Authorization explanation and check the box

The screenshot shows a form titled 'Release Authorization'. At the top, there are two steps: '1 Instructions' and '2 Form', with '2 Form' being the active step. The form contains the following text: '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](#).

At the bottom of the form, there is a checkbox and the text: 'I have fully read and understood the FERPA Release Authorization explanation above. *'. A yellow arrow points to the checkbox. At the bottom right, there are two buttons: 'Cancel' and 'Continue'.

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





Release Authorization


1  Instructions


>


2 Form



 ☒ I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf. *

 Please select one: *

 ☐ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

 ☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

 ☐ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed after any recommendation or application submission.** *

 Signature * Date * 09/15/2016 

[Back](#) [Cancel](#) [Save](#)

(Directions continue on next page)

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

The screenshot shows the 'Common App Account Matching' page in the Naviance Student interface. The page has a teal header with the Naviance logo and 'Student' text. Below the header, there's a navigation bar with links: Home, Colleges, Careers, About Me, and My Planner. The main content area is titled 'Common App Account Matching' and includes a close button (X) and a note: 'Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.' The page explains that users can match their Common App and Naviance Student accounts to track applications. It provides 'Get Started with Common App' instructions: 'Create a Common App account on Common App Online' and 'Sign the Common App (CA) FERPA Waiver on Common App Online'. A 'Match Your Accounts' section asks for the 'Common App Email Address' and 'Date of Birth'. There are two empty input fields for these, with yellow arrows pointing to them. A 'Match Accounts' button is at the bottom left, and a link 'I don't need this' is at the bottom right. The page is displayed in a browser window with a URL bar showing 'https://student.naviance.com/colleges/common-app/match' and a presentation viewer at the bottom.

Click **MATCH ACCOUNTS**

This screenshot shows the same 'Common App Account Matching' page, but with the input fields filled. The 'Common App Email Address' field contains 'bhhsstudent@gmail.com' and the 'Date of Birth' field contains '03/26/2002'. The 'Match Accounts' button is now highlighted with a yellow circle and a yellow arrow pointing to it. The 'I don't need this' link remains at the bottom right. The page layout and navigation are consistent with the previous screenshot.