



Linking Your Common App Account to SchoolLinks

1. Create a [Common App](#) account using your **personal email address** (do not use your CCSD email).
2. Once logged into Common App, click the **Common App tab** at the top of the page.
3. Complete both the **Profile** and **Education** sections.
4. Click the **My Colleges tab** and **add at least one college** to your list (you may add as many as you'd like).
5. Select any college on your list, then click **Recommenders and FERPA**.
6. Under FERPA Release Authorization, click **View Details** and complete the **FERPA Release Authorization (you must waive your FERPA rights)**.
7. Once completed, you will see a **green checkmark** next to Recommenders and FERPA, indicating that your Common App account is ready to be linked to SchoolLinks.
8. Log into your **SchoolLinks** account.
9. Click **College**, then select **College Applications**.
10. Under Common App, click **Connect**.
11. Follow the prompts and click **Link Common App Account**.
12. Log into your **Common App** account when prompted.
13. Check the box authorizing SchoolLinks to access your Common App account.
14. Click **Connect & Continue**
15. A **confirmation message** will appear indicating that your Common App and SchoolLinks accounts have been successfully linked.

