



Adding Colleges to College Application Manager (CAM)

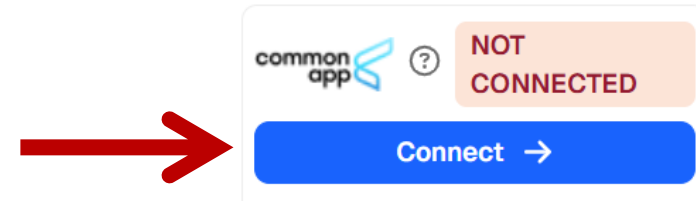
You must add every college you plan to apply to in the SchooLinks CAM

- **Applying through Common App (preferred)**
 - Link your Common App account to SchooLinks
 - Your Common App colleges will automatically sync to your SchooLinks CAM
- **Applying Direct-to-Institution (not through Common App)**
 - Manually add each college to your SchooLinks CAM



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.





Adding Non-Common App Colleges to College Application Manager (CAM) in SchoolLinks

1. From your SchoolLinks homepage, click **College**, then select **College Applications**.
2. Click **+Add application**.
3. Choose one of the following options:
 - **Option 1:** Select a college from your **Final List**.
 - **Option 2:** Search for the college by name and click **Add Application**.
4. After adding a college into CAM, you will be prompted to select:
 - **Application Method:** Common App or Direct-to-Institute
 - **Application Type:** Early Action, Rolling Admission, Regular Decision, etc.
 - **Student Requirements:** application materials required by the college

The screenshot displays the 'College Applications' section of the SchoolLinks interface. A red arrow points to the 'College' link in the top navigation bar. Another red arrow points to the '+ Add application' button in the top right corner. A third red arrow points to the 'Final List applications' section on the left sidebar. A fourth red arrow points to the 'Add application from list' button. A fifth red arrow points to the 'Add application' button in the modal. The modal itself shows a search bar for colleges, a list of colleges including Rice University, Southern Methodist University, and Texas State University, and a section for choosing application status with options like 'In progress', 'Completed & pending', 'Accepted', 'Enrolled', 'Waitlisted', 'Declined', and 'Withdrawn'. A red arrow points to the 'In progress' status option. A sixth red arrow points to the 'Add application' button at the bottom right of the modal.



Manage Application Requirements

Student Checklist

- Items to be completed by the student
- Optional items can be added or removed

Teacher Recommendations

- Shows the required number of recommendations with instructions

Counselor Documents

- Shows the requested counselor documents
- Cannot be edited by the student

The screenshot displays the Southern Methodist University College Applications portal. The top navigation bar includes the university logo, the text "COLLEGE College Applications", and a yellow bar with "Exit Student Demo", the user name "Sara Craig", and various icons. A left sidebar contains navigation links: Home, Student, Explore, Plan, Engage, Career, and College. The main content area features the university name and links for Admissions, Application Info, and Financial Aid. Below this, the "Application status" is shown as "In Progress" with a "Comments" button. A table lists application details: Method (Coalition), Type (Early Decision II), Deadline (Jan 15), and Destination (In Network). The "Student checklist" section, titled "Mark all complete", includes four items: "Submit Application" (with a 3-star rating and description), "Test Scores" (with a 3-star rating and description), "Financial Aid Application" (with a 3-star rating and description), and "Self-Reported Academic Record (SRAR)" (with a 3-star rating and description). The "TEACHER RECOMMENDATIONS" section includes instructions to update the student profile and communicate with teachers, followed by a list of optional recommendations, including "A T (General)" (requested 07/29/2025 by Sara Craig) and a "Request Teacher Recommendation" button. The "COUNSELOR DOCUMENTS" section states that researched documents are automatically requested from the counselor, showing a "Transcript" (added 07/29/2025 as preset) and a "Counselor Recommendation (General)" (added 07/29/2025 as preset). A "New Student Requirement" button is at the bottom.