

Linking student Common App accounts - Step 1: within Common App

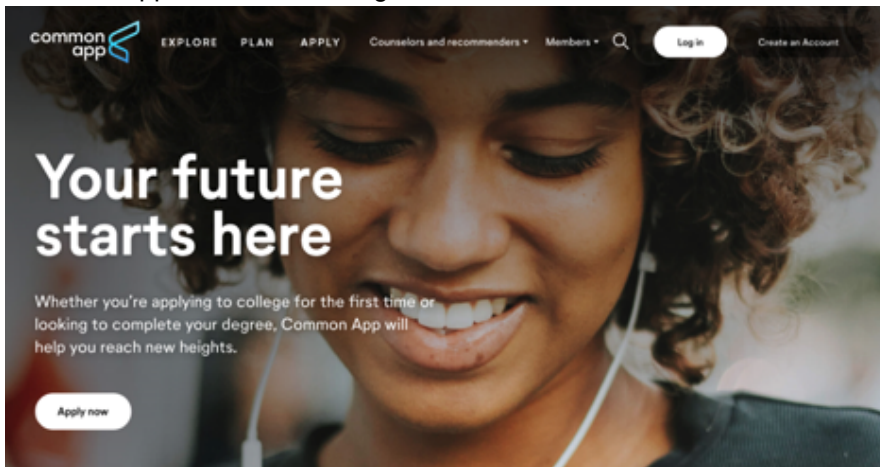
Modified on: Thu, 30 Jul, 2020 at 3:00 PM

Before any operations can be performed, students must sync their MaiaLearning and Common Accounts. Here are the steps to complete this process.

If the student's Common App account is already set up and the school has been correctly selected under "current or most recent Secondary/High School" in the Education section, go to **Step 2: within MaiaLearning** (<https://support.maialearning.com/support/solutions/articles/44001780908-link-maialearning-to-common-app-step-2-within-maialearning>).

Steps to be followed in Common App

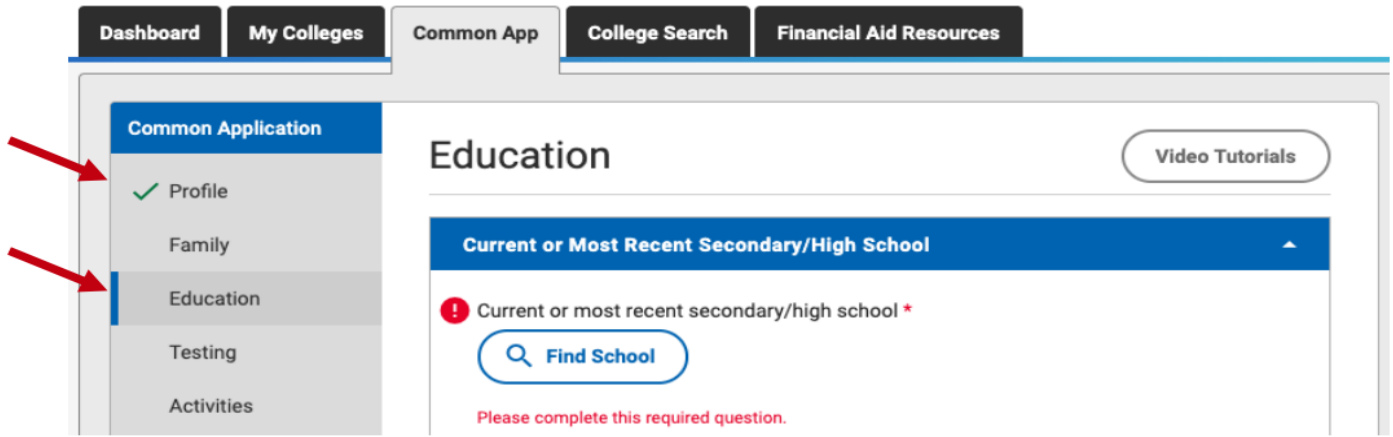
- Go to www.commonapp.org (<http://www.commonapp.org>).
- If you do not have a Common App account, click on **Create an Account** or **Apply Now**. If you have an existing Common App account, click Log In.



- Click on the Common App Tab.



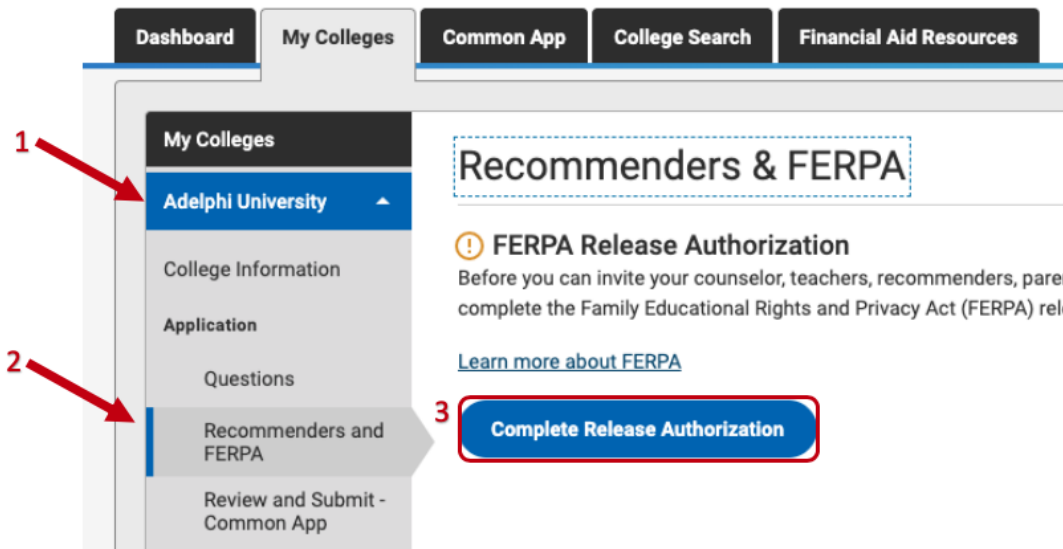
- Complete the required fields in the Profile section and enter your current or most recent Secondary/High School in the Education section at a minimum. **It is critical you select the correct school in order successfully sync your account. Search by your school's CEEB code, rather than school name, to ensure accuracy.**



- Be sure to click the "Continue" button in each section to save your responses.
- Click on the My Colleges tab.



- You must have at least one college on your My Colleges list. Go to "College Search" to add one if needed.
- Select one of the colleges from the My Colleges list. Select "Recommenders and FERPA" and click "Complete Release Authorization".



- A pop up with instructions will appear. Check the box next to "I have read and understood the FERPA Release Authorization explanation above" and click on Continue.

I have read and understood the FERPA Release Authorization explanation above.*

Continue

- On the following screen, check the box next to "I acknowledge that every school I have attended may release all requested records...". Select one of the options listed, check the box next to "I understand..." and enter your name and date. Click Save and Close to complete the process.

✕ Release Authorization

FERPA Form

I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may 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.

I DO NOT waive my right to review all recommendations and supporting documents.

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 once I sign and click Save below.***

Signature *

Date *

Once the steps in Common App have been completed, go to **Step 2: within MaiaLearning**

(<https://support.maialearning.com/support/solutions/articles/44001780908-link-maialearning-to-common-app-step-2-within-maialearning>).