

# Student eDocs Guide

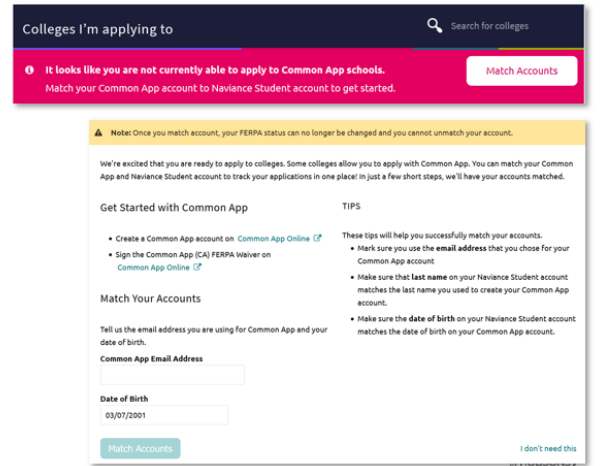
Cobb County School District  
SY 19-20

## Matching Common App Account

### Matching the Common App Account in Naviance

Students should follow the steps in [this video](#) to learn how to match their Common App Account in Naviance.

1. Go to **Colleges I'm Applying To List**
2. **Select the hot pink bar to Match Accounts**
3. **Enter the email address** used for the Common App account
4. **Confirm that the birthdate is correct**
5. **Select Match Accounts**
6. Once a student has matched their account, schools from their application list in Common App will feed into their Colleges I'm Applying To list in Naviance



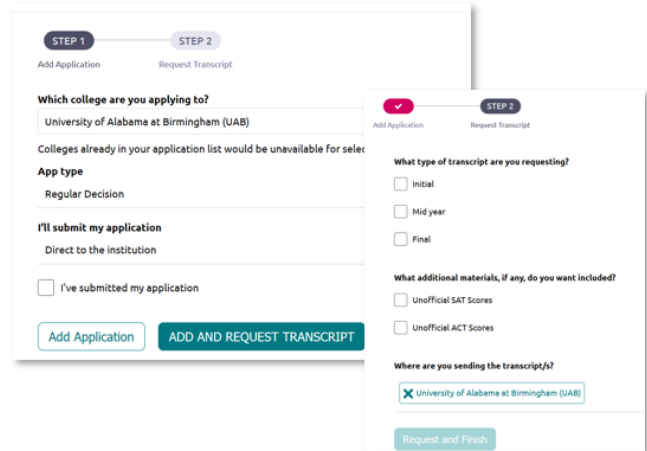
### Common App Matching Tips

- Make sure to use the email address that you used to create your Common App account
- Your Date of Birth will automatically pull in from your Naviance account
- If you still have questions, reach out to your counselor if you need help with this! 😊

## Add colleges to the Colleges I’m Applying to List

### Add colleges to Colleges I’m Applying To list

1. Go to **Colleges I’m Applying To List**
2. **Select the pink plus sign** to add a college to the application list
3. Search for the name of the school and **select Add Application & Request Transcript**
  4. **Select App Type** (e.g., RD, ED, EA, etc.)
  5. **Select How You’ll Submit Your App** (e.g., Common App, Direct to Institution)
6. **Select the type of transcript** being requested
7. **Select any other schools that need transcripts**
8. **Select Request and Finish**
9. Students should only add colleges to this list and request transcripts if they have already applied to the school or are very certain they will apply in the future



The screenshot shows a two-step process. **STEP 1: Add Application** includes a search for 'University of Alabama at Birmingham (UAB)', a note that already-in-list colleges are unavailable, an 'App type' dropdown set to 'Regular Decision', and an 'I'll submit my application' dropdown set to 'Direct to the institution'. A 'Request Transcript' checkbox is also present. **STEP 2: Request Transcript** includes a 'What type of transcript are you requesting?' section with radio buttons for 'Initial', 'Mid year', and 'Final'. It also has a 'What additional materials, if any, do you want included?' section with checkboxes for 'Unofficial SAT Scores' and 'Unofficial ACT Scores'. The 'Where are you sending the transcript(s)?' section has 'University of Alabama at Birmingham (UAB)' selected. A 'Request and Finish' button is at the bottom.

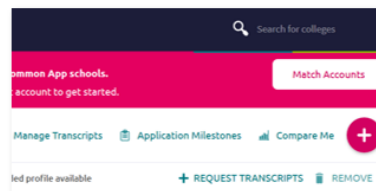
## Request Transcripts

### Request Transcripts

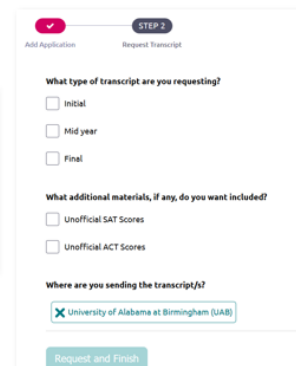
#### Requesting Transcripts

1. Go to **Colleges I’m Applying To List**
2. **Select Request Transcripts at the top of the list**
3. **Select the type of transcript** being requested
4. **Select any other schools that need transcripts**
5. **Select Request and Finish**

**Note:** You should only request transcripts if you have already applied to the school or are very certain you will apply in the future



The screenshot shows a mobile-style interface with a search bar at the top. Below it, there's a pink banner with 'Common App schools, account to get started.' and a 'Match Accounts' button. A navigation bar contains 'Manage Transcripts', 'Application Milestones', 'Compare Me', and a pink plus sign. At the bottom, there's a 'led profile available' label and a '+ REQUEST TRANSCRIPTS REMOVE' button.



This screenshot is identical to the one in the first section, showing the 'STEP 2: Request Transcript' form for the University of Alabama at Birmingham (UAB). It details the transcript type selection, additional materials, and the destination for the transcript.

## Request Letters of Recommendation

### Request Letters of Recommendation

**Letters of recommendation**

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information

**Letters of recommendation**

**Your Requests**

You can request new letters of recommendation and track the most recent status of your requests here.

[Add Request](#)

[Cancel](#) [Submit Request](#)

1. Who would you like to write this recommendation?\*

Select A Teacher

2. Select which colleges this request is for:\*

Choose **specific** colleges from your Colleges I'm Applying To list

All current and future colleges I add to my Colleges I'm Applying To list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

**Requesting LORs**

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Select **Add Request**
4. Select a **recommender**
5. Select which **colleges the request is for**
6. Include a **personal note**
7. Select **Submit Request**
8. Select **Request and Finish**

### Notes on Letters of Recommendation:

- You should only request LORs if you have already applied to the school or are very certain you will apply in the future
- Teachers will write ONE letter for all schools that you apply to, unless you specify otherwise
- Only request letters from teachers that you actually want to submit a letter
- Keep in mind that schools have limits on the number of recommendations you are allowed
- Be SURE to cancel any requests you NO longer need ASAP

## Track Submission Status in Naviance

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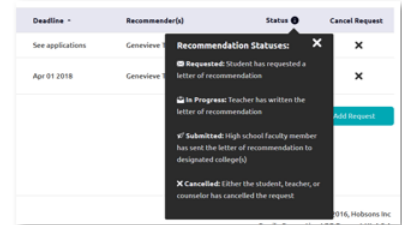
#### Tracking Transcript & App Materials Status

1. Go to **Colleges I'm Applying To List**
2. Check the **Transcript** column to review when a counselor has submitted a transcript
  1. The transcript column will say 'sent' if the transcript has been sent
3. Check the **Office Materials** column to review when a staff member has indicated that all materials have been sent for that application
  4. The Office Materials column will say 'submitted' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> of Central Florida	RD	regular Decision	N/A	requested	Pending		Submitted <span>EDIT</span> <span>MORE</span>
<input type="checkbox"/> Docufile Demo College	RD	Regular April Decision 1	N/A	final sent	Final submitted		Accepted <span>EDIT</span> <span>MORE</span>

#### Tracking LOR Status

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR



### Tips & Getting Help

- Tip: After you match your Common App account with your Naviance account, your Common App applications/ schools will feed *automatically* into your Colleges I'm Applying To list in Naviance.
- If you still have questions, reach out to your counselor if you need help with this! 😊