

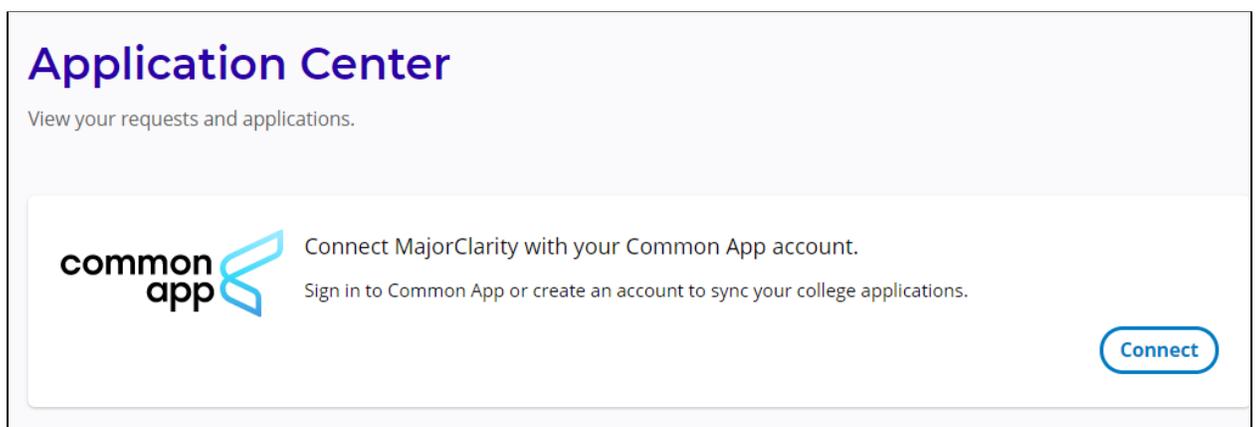
Common App + MajorClarity

Student Overview

As one of our partner schools, you will be streamlining the Common App 'Completion Document' process by integrating with MajorClarity. This means that students will be connecting MajorClarity to their Common App account and working in BOTH the Common App site AND MajorClarity throughout the college application cycle. Students will be using the Common App site directly for things like signing their FERPA release waiver, adding colleges, as well as completing and submitting their overall application. However, they will be using MajorClarity to assign their counselor to complete a counselor profile, school reports, and other required completion documents. Students will also request + track teacher evaluations directly through MajorClarity as well.

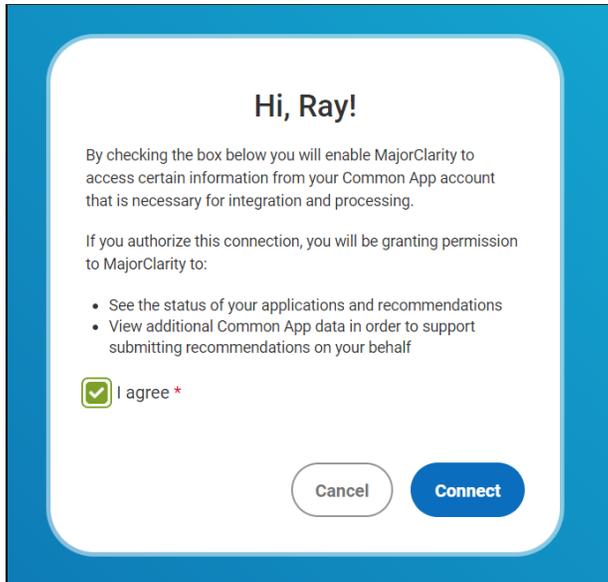
Connecting MajorClarity and Common App

- 1) Log into MajorClarity and click on your '**Application Center**' tab.
- 2) At the top, you should see a Common App logo confirming that your school is in fact using MajorClarity for Common App document fulfillment:



- 3) Click "**Connect**" to connect your Common App account to your MajorClarity account. This will take you to a special Common App page where you will log in with your existing Common App account or create a new one.

- 4) Once you've logged in or created an account, you will be asked to allow the connection to MajorClarity. Please **agree and press Connect**. You will now be redirected to the MajorClarity to complete the connection (this is automatic!).



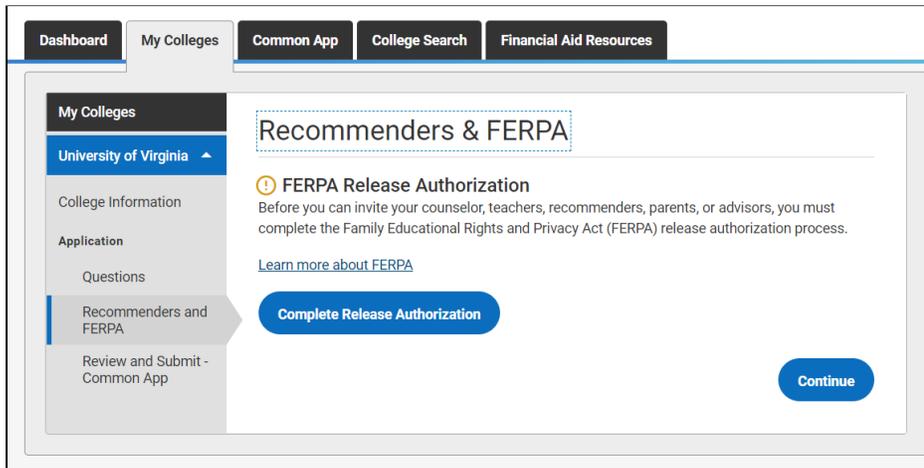
- 5) Now you're connected!

Activating Recommenders in MajorClarity

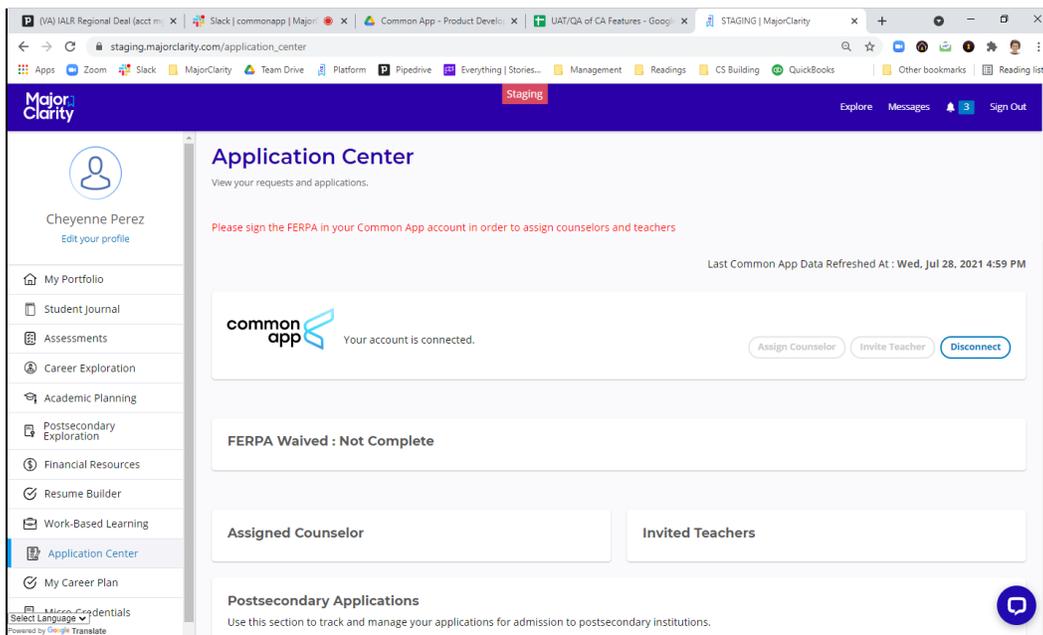
Students can complete this step before they connect their MajorClarity account, but they will not be able to see the "Assign Counselor" and "Invite Teacher" actions until they've connected their accounts.

1. Log into your Common App account. -- <https://apply.commonapp.org/login>
2. Navigate to the Common App tab > Education section and provide your High School. You only need to provide the high school at this point; you can fill out the rest of the Common App later. It's important that this matches the school you're associated with in MajorClarity!
3. Now you need to add a school to your list! Navigate to the College Search tab in the Common App and add at least one school to which you'd like to apply.
4. **Time to sign your FERPA waiver so you can ask counselors and teachers to help with your Common App.** Navigate to the My Colleges tab in the Common App and expand one of the schools you've added, then click on the Recommenders and FERPA

5. Click the Complete Release Authorization and complete the FERPA waiver form.



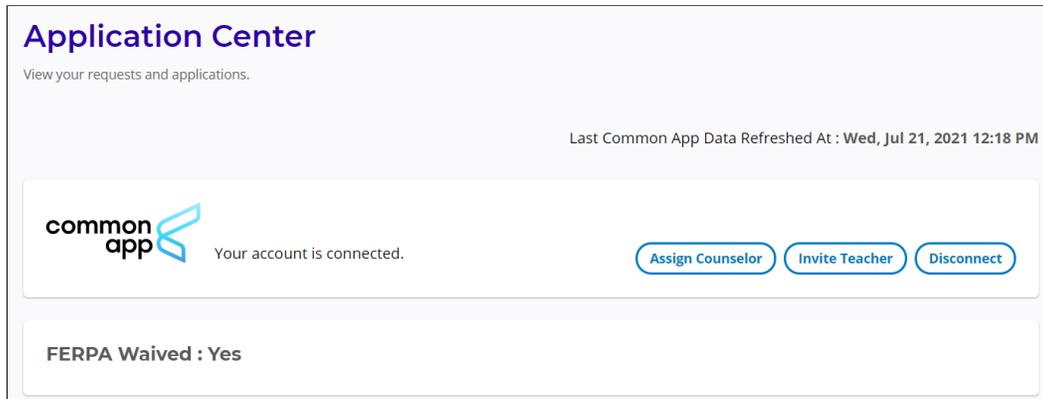
6. Note that if a student has NOT yet completed the FERPA release step in Common App, they will see a prompt to do so in MajorClarity:



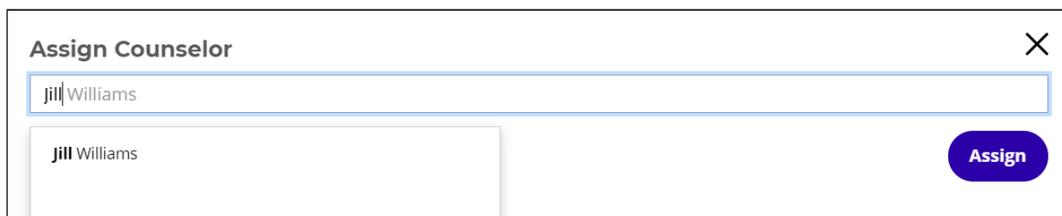
Assigning a Counselor

In order to have a counselor submit the Secondary School Report and other documents on your behalf, you first need to tell the Common App who your primary counselor is. Because your counselor will be using MajorClarity to submit these documents, you'll need to use MajorClarity for this step.

1. Make sure that you've connected your MajorClarity and Common App accounts, and that you've already completed the FERPA waiver in your Common App account.
2. Navigate to the Application Center in MajorClarity and click the 'Assign Counselor' button in the Common App banner. If these buttons are grey/not able to be clicked, please follow the instructions to complete the FERPA waiver first.



3. Start typing your counselor's first or last name and select the name of your counselor, then click 'Assign.' That's it! Your counselor will now have the ability to submit the counselor forms required for your application.



4. You can now see your assigned counselor in the Application Center in MajorClarity and you'll also see them assigned in your Common App account. Your counselor will also be notified of the assignment and they'll be able to submit your forms. If you want to check on their progress, navigate to the Common App Statuses tab and review the Counselor section.

Postsecondary Applications
Use this section to track and manage your applications for admission to postsecondary institutions.

[Admissions Application](#) [Required Completion Materials](#) [Financial Aid](#) [Common App Statuses](#)

Counselor Section

[Student Forms](#) [College Forms](#)

Counselor	College	Secondary School Report	Optional Report	Counselor Recommendation	Mid-Year Report	Fee Waiver
Jill Williams	Agnes Scott College Albion College	Requested	Requested	Requested	Requested	Requested

Requesting Teacher Evaluations

Your teacher(s) will be using MajorClarity to submit any Teacher Evaluations that are either required or optional for each college, therefore you'll need to use MajorClarity to request these teacher evaluations. You will choose which teacher(s) you'd like to evaluate you for each school, and the selected teacher(s) will submit one evaluation that will be available to all applicable schools.

1. Make sure that you've connected your MajorClarity and Common App accounts, and that you've already completed the FERPA waiver in your Common App account.
2. First you'll need to create a short-list of teachers to send recommendation requests. Navigate to the **Application Center** in MajorClarity and click the **'Invite Teacher'** button in the Common App banner. If this button is grey/not able to be clicked, please follow the instructions to complete the FERPA waiver.

Application Center
View your requests and applications.

Last Common App Data Refreshed At : Wed, Jul 21, 2021 12:18 PM

 Your account is connected.

[Assign Counselor](#) [Invite Teacher](#) [Disconnect](#)

FERPA Waived : Yes

3. Start typing your teacher's first or last name and select the name of your teacher, then click 'Assign.' This teacher will now be available when you request Teacher Evaluations for each school. If you'd like your counselor to submit a teacher evaluation for any of your schools, you'll need to add them to your Invited Teachers list, too.

Invited Teachers

Email : audrey.demo3@majorclarity.com

Email : 9006@demo3.0.majorclarity.com

4. Before you start sending requests to teachers, make sure you understand the teacher evaluation requirements for each school. Different schools will have different requirements, and some will limit the number of optional teacher evaluations you can submit, so you'll want to choose wisely. You can review the school's teacher evaluation requirements by clicking on the school name in your Admissions Application list or by finding this information in your Common App Account.
5. Next you'll need to select the schools to which you'd like each teacher to submit an evaluation. In the **Application Center** under '**Postsecondary Applications**,' you'll see each Common App school you've added. To request a teacher to submit an evaluation for a school, choose "Request Teacher Evaluation."

Gustavus Adolphus College (visit website)	Early Action: November 1	Common App	7/21/2021	Request Teacher Evaluation
--	-----------------------------	------------	-----------	--

6. Start typing your teacher's first or last name and select the name of your teacher, then click 'Assign.' Only teachers you've added to your Invited Teachers list will be able to be selected. If you've already invited this teacher to this school, you won't be able to add them again.

Assign Teacher To College ✕

jill Williams

jill Williams

Assign

7. Once you've clicked Assign, this teacher will receive a notification letting them know that you've requested their evaluation for the school, and they'll be able to submit their

evaluation. You'll also be able to review the status of their evaluation in both MajorClarity and/or via your Common App account. Once you submit your application to the school, the teacher's submitted teacher evaluation will be sent to the school as well.

Teacher Section		
Teacher	Teacher Evaluation	College
Dany Stormborn	Requested	Gustavus Adolphus College
Darrell Williams	Requested	Gustavus Adolphus College
Jill Williams	Requested	Gustavus Adolphus College

How to Correct an Incorrectly Assigned Counselor or Teacher

If you've accidentally assigned the wrong Counselor or chosen the wrong Teacher to a college's Teacher Evaluation, you may be able to correct the error.

To do so, reach out to the Counselor or Teacher assigned in error and ask them to **unassign you**. Since Teacher Evaluators are selected per college, you'll need to specify if they should unassign you from a specific college application or all college applications.

If they've already submitted forms on your behalf, it may be too late to change the Counselor or Teacher. If this is the case, or if a counselor assignment has changed mid-year due to staffing updates, you may be able to reach out to the Common App support team to update your assigned Counselor.

Helpful links:

Common App Support Links

- [Appsupport.commonapp.org](https://appsupport.commonapp.org)
- appsupport@commonapp.net
- 24/7 email support, Live Chat during business hours Oct - Jan

MajorClarity Support Links

- Live Chat - 8-5 ET
- support@majorclarity.com