### Overview

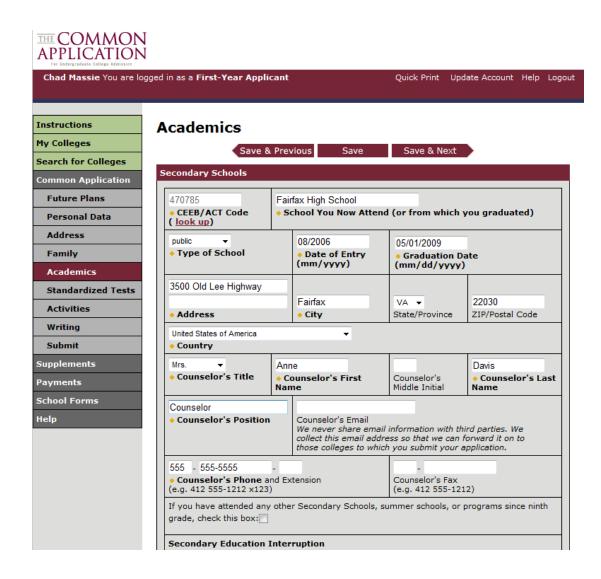
Students enter the names and email addresses of their counselor and teacher(s). Students assign teachers to the appropriate individual schools.

 Counselors and teachers receive an email with their login information to a web-based online school forms system.
Evaluations for all counselees/students managed via the same login and the same online interface.

■ Colleges receive submitted school forms via the same web-based system used to process online Common Applications. School forms can be printed on demand or via an automated process.

### The Student View

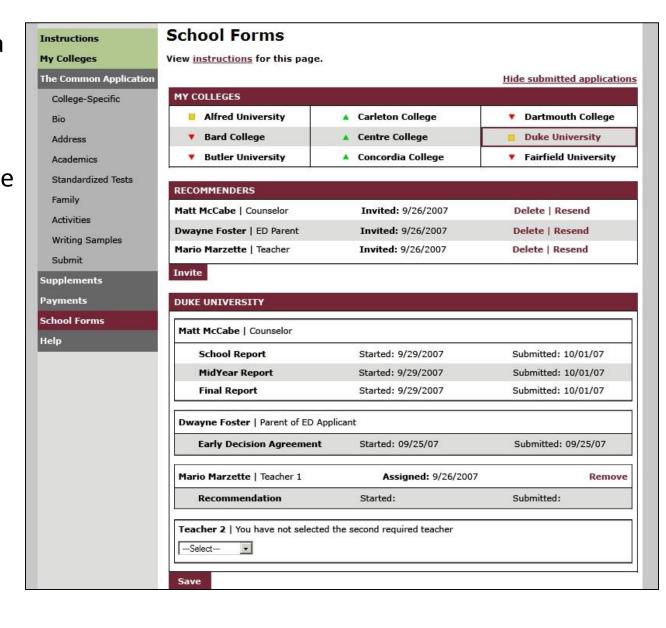
Applicants must first identify the high school they currently attend (or from which they graduated) in the Academics section of the Common App Online.



#### The Student View

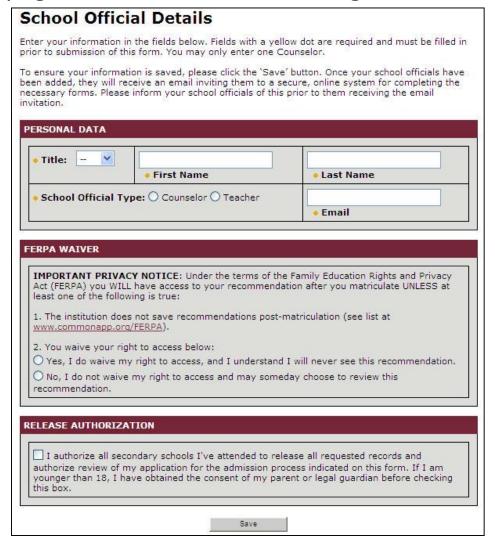
If the student attends a high school that does not use Naviance, then clicking on the School Forms link will allow the student to identify school officials counselors and teachers—who will submit recommendations via the online system.

Click on "Invite" to add a new teacher or counselor.



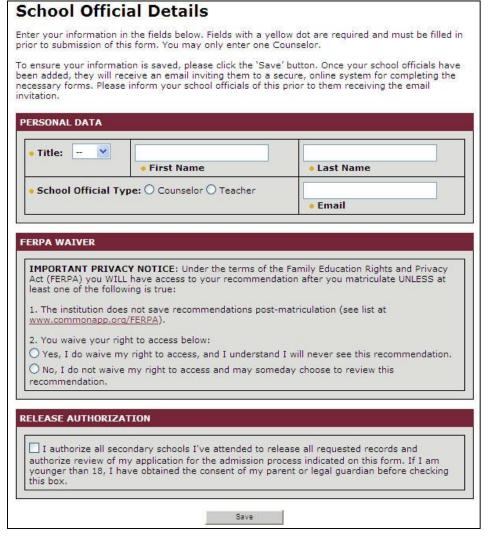
# Assigning an Official

Once the required information has been filled out on the School Official Details page, officials can then be assigned to schools in Step 2 of this page.

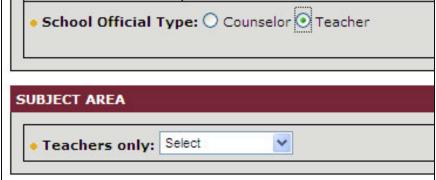


### Assigning an Official

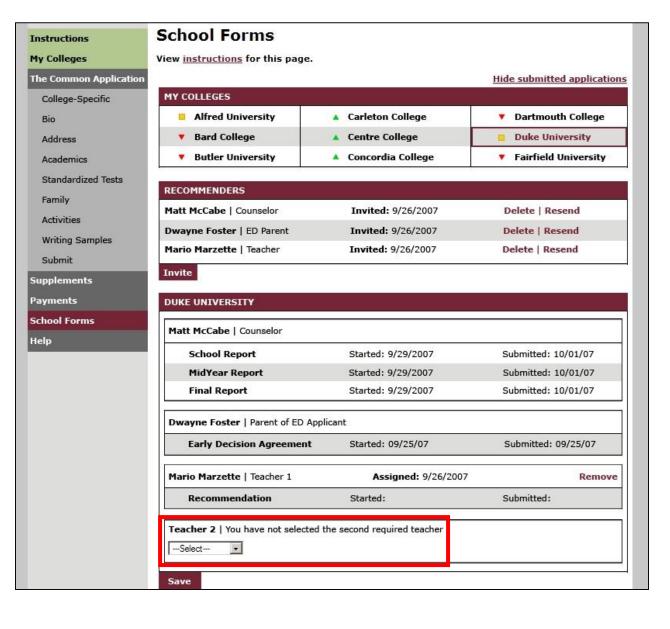
Once the required information has been filled out on the School Official Details page, officials can then be assigned to schools in Step 2 of this page.



If the student selects "Teacher" a dynamic subject question appears.



# Assigning an Official



Once the required information has been filled out on the School Official Details page, officials can then be assigned to schools in Step 2 of this process.

One counselor and multiple teachers can be identified for School Forms (depending on the requirements of each member school).