

College Application Manager Student Guide for Peoria Unified



Dear Class of 2024,

We are very excited to introduce your school's college and career readiness platform, SchoolLinks! All of the SchoolLinks features are designed with students in mind to help you become career, college, and life ready. This site can be accessed on your phone, tablet, or computer.

This year, we will be utilizing SchoolLinks to fulfill college application requirements. The SchoolLinks **College Application Manager** allows you to:

- Track the progress and requirements for your college applications.
- Organize all the application materials for the colleges where you're applying.
- Request your application materials including transcripts, letters of recommendation, etc. to be sent to the desired institution.

SchoolLink's **College Application Manager** serves as an easy way to keep track of all the application steps and materials you need to submit to colleges and when you need to submit them, but it is not an application portal. You will need to submit applications using the methods offered by the colleges where you're applying, including Common App.

Watch [this video](#) to be guided through the setup instructions and application management process.

Table of Contents:

Steps for Setup & Syncing Common App - Page 2

Adding Applications - Page 3

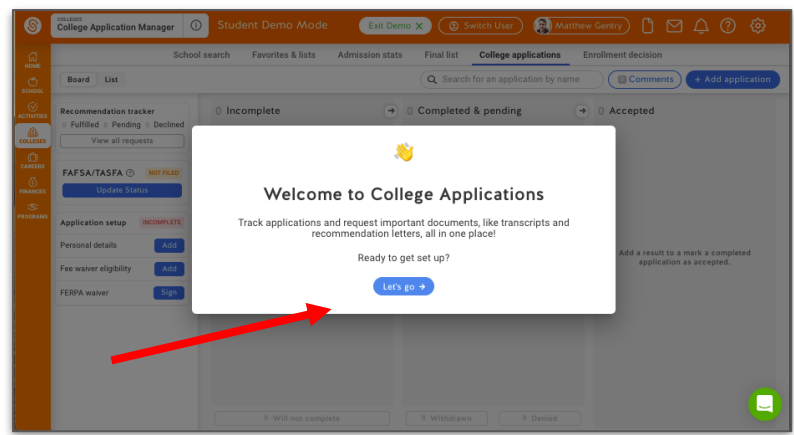
Adding Teacher Recommendations - Page 4



College Application Manager Student Set Up

1. Navigate to the College Application Manager by clicking on **Colleges** → **College Applications**

Click Let's Go



2. Complete the **Application Set Up** which will pop up automatically

It will guide you through 3 steps

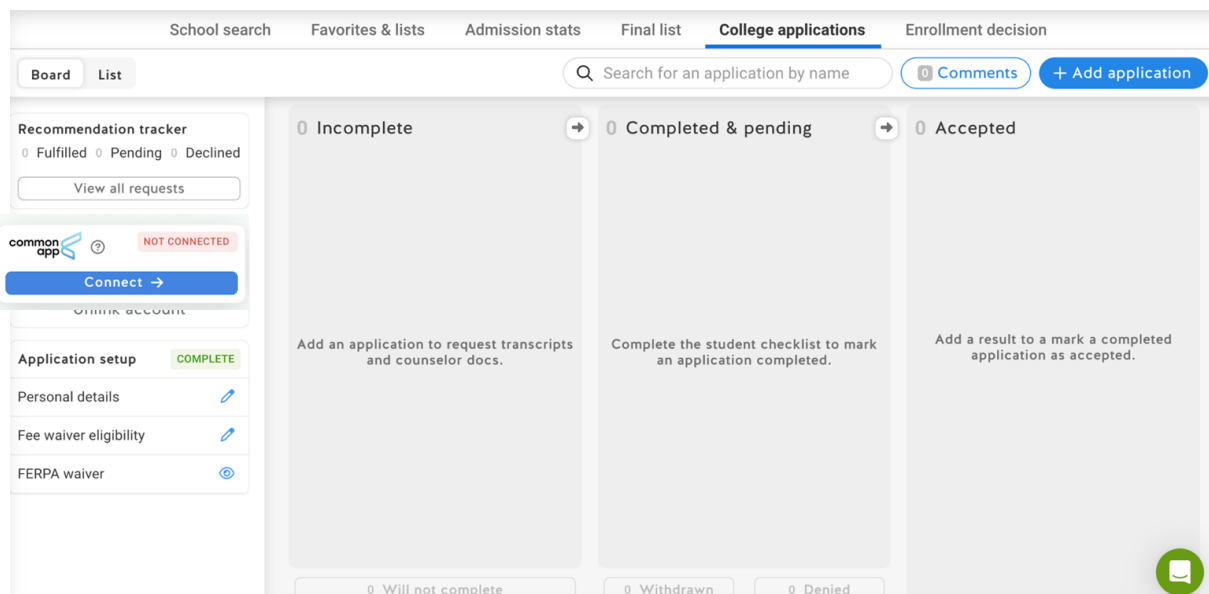
- Personal Details
- Fee Waiver Eligibility
- FERPA Waiver

A screenshot of the 'Personal information' form. At the top, there are three tabs: 'PERSONAL DETAILS' (selected), 'FEE WAIVER ELIGIBILITY', and 'FERPA WAIVER'. The form is titled 'Personal information' and includes the instruction: 'Use the same information you are using in your college application forms.' It contains fields for 'Birthdate' (MM/DD/YY), 'Email' (5545559_226937_64697_12@demo.com), 'Street Address', 'City', 'State', and 'Zip/postal code'. There is also a field for 'Apt, suite, etc (optional)'. A note at the bottom states: 'When you add or update your address here, SchoolLinks will update the address for your account.' A 'Next' button is at the bottom right.

3. Optional if use Common App: Connect Common App by clicking Connect on Common App on the left side and following the prompts.

[Watch this video](#) for a step by step walk-through for connecting Common App

Once connected, any college you add in Common App will automatically pop up in SchoolLinks.



Adding Applications to Student Dashboard

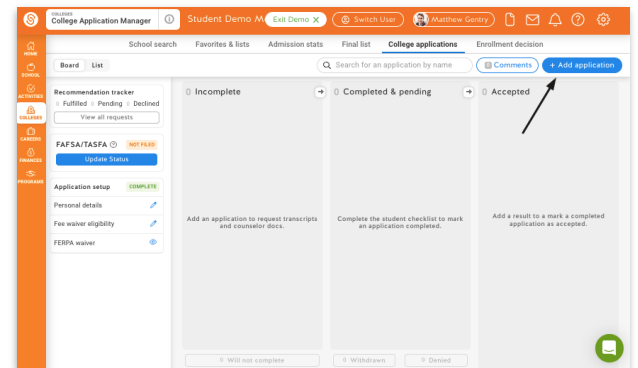
- Once you have completed the setup on the prior page, you are ready to add applications in SchoolLinks.
- Adding your applications to the system will allow for your counselors to know what schools you've applied to and gives them the signal to start sending your student documents- like your transcript.
- Adding your application also allows you to request teacher recommendations. **You will not be able to request teacher recommendations through Common App.**
- Remember, You will always complete your applications on Common App or within the school site and then log in SchoolLinks.

How to Add Applications to SchoolLinks:

- Your Common App applications will show up automatically in the portal once you add them in Common App.
- For all non-common app applications, you will add them manually by clicking Add Application.

1. Click **+Add Application** to add an application
Search for the school and then click Add Application
2. After adding an application, fill in your application details. Select an Application Method and Application Type/Deadline.
3. Select any optional student requirements needed. Required materials will be automatically selected.
4. Save your application.

Once you do these steps, your application will show up in one of the columns on your main page.



Completing Application Requirements & Teacher Recommendation Requests

- Once you've added the application you'll see this screen. It shows you your student checklist and an area for requesting teacher recommendations.
- You will also see the counselor documents that your counselor will be sending.

Student Checklist:

- Check the box once tasks are complete.

Teacher Recommendations:

- Request recommendations for the total # listed.
- Search for your teacher
- If they pop up, click their name.
- If they are an out of district teacher and do not show up, Click "Add them manually"

The screenshot shows the Rice University College Application Manager interface. At the top, there's a navigation bar with 'College Application Manager', 'Student Demo', 'Exit Demo', 'Switch User', and a user profile for Matthew Gentry. Below this, the 'Rice University' header is visible with tabs for 'Admissions', 'Application Info', and 'Financial Aid'. The 'Application status' is 'In Progress'. A table shows application details: Method (School-Specific Paper Application), Type (Regular Decision), Deadline (Jan 04), and Destination (In Network). The main section is divided into three columns: 'STUDENT CHECKLIST' with items like 'Submit Application' and 'Test Scores'; 'TEACHER RECOMMENDATIONS' with instructions and a '2 Required' count; and 'COUNSELOR DOCUMENTS' with items like 'Transcript' and 'Counselor Recommendation'. At the bottom, there are buttons to 'Add Recommender'.

Counselor Documents:

- Required documents in this list will show up in your counselor's requests.
- Reach out to your counselor if you need additional documents sent.
- You'll be able to see once your documents have been sent.

The screenshot shows a 'SELECT TEACHER' dialog box for Harvard University. It has a search bar with 'Alfred' entered. Below the search bar, there are two radio button options: 'General (Most common)' and 'College-specific'. The 'General' option is selected. Below these options, there's a section titled 'Assign a teacher to complete a teacher evaluation for Harvard University.' with instructions. A search bar is present with 'Alfred' entered. Below the search bar, there are two search results: 'Alfred Mcglone staff191@demo.com' and 'Alfredo Middleton AMiddleton@counselor.com'. At the bottom, there's a link 'Add them manually' and buttons for 'Cancel' and 'Next'.

If your teacher's name pops up, please click their name.

If their name does not pop up, click "Add them manually" and type in their email.