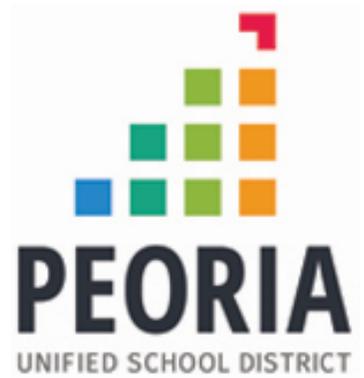


# College Application Manager Student Guide for Peoria Unified



SchoolLinks



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.

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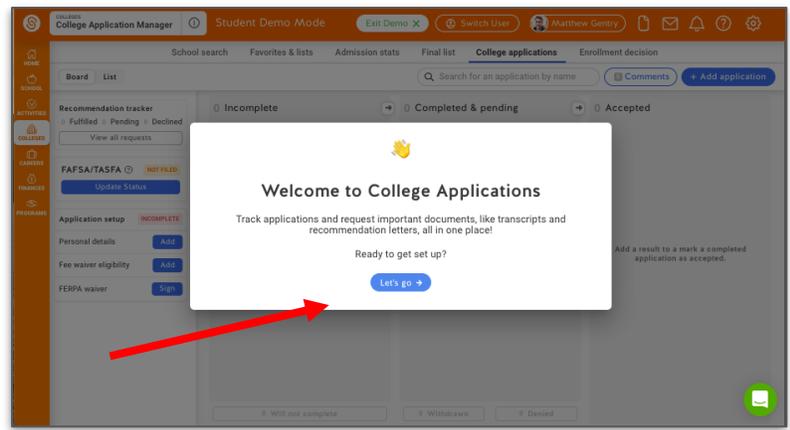
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myworld  myfuture  myplan

# 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

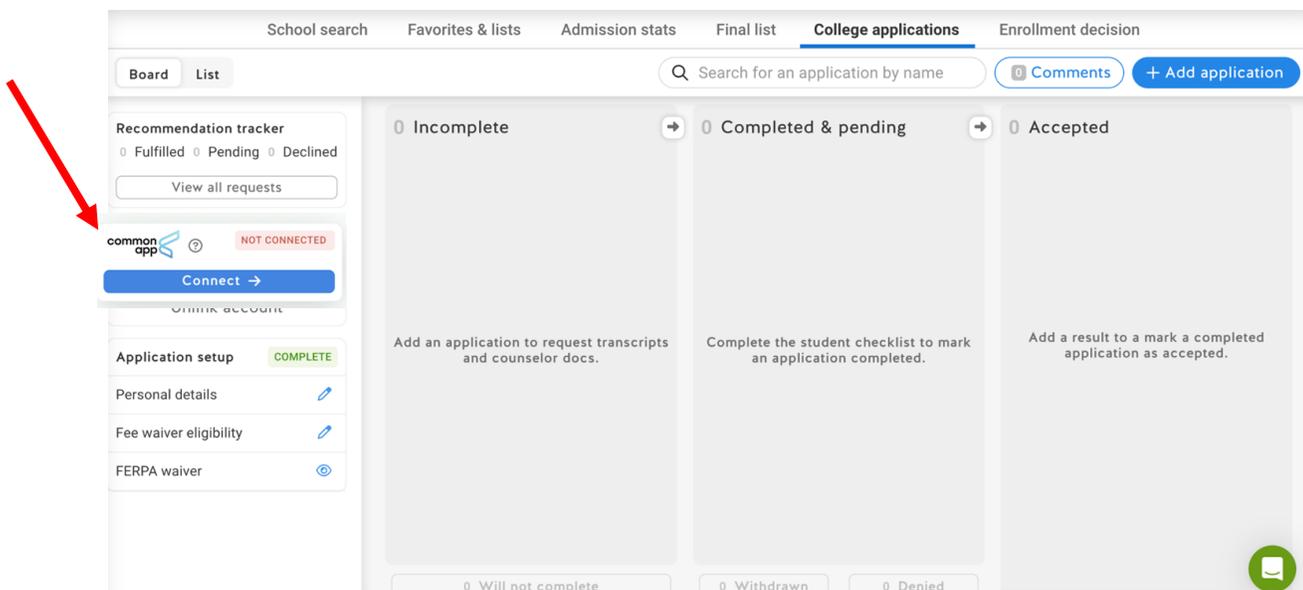
- Personal Details
- Fee Waiver Eligibility
- FERPA Waiver

A screenshot of the 'Personal information' form. The form is titled 'Personal information' and includes the instruction: 'Use the same information you are using in your college application forms.' There are two input fields: 'Birthdate' (MM/DD/YY) and 'Email' (5545559\_226937\_64697\_12@demo.com). Below this is the 'Home address' section with the instruction: 'Use the same home address you are using in your college application forms. This is needed for some documents your counselor needs to send to colleges.' There are four input fields: 'Street Address', 'Apt, suite, etc (optional)', 'City', and 'State'. There is also a 'Zip/postal code' field. At the bottom right, there is a 'Next' button with a right arrow. The form is part of a larger interface with tabs for 'PERSONAL DETAILS', 'FEE WAIVER ELIGIBILITY', and 'FERPA WAIVER'.

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.

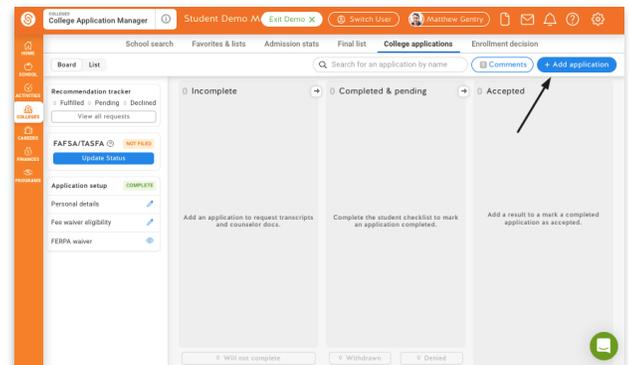
1. Click **+Add Application** to add an application  
Search for the school and then click Add Application

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.

A screenshot of the application details form for the University of Illinois at Urbana-Champaign. The form is titled 'University of Illinois at Urbana-Champaign' and includes tabs for 'Admissions', 'Application Info', and 'Financial Aid'. The 'Application status' is 'In Progress'. Below this, there is a message: 'We've added the application method, application type and document destination available for this college. If you can't find the options you're looking for, let us know in the chat.' The form fields include: 'Application Method' (Common App, School-specific online app, COALITION for college), 'Application Type' (Priority Nov 1, Regular Decision Jan 5), 'Application deadline' (Select month and day), 'Doc Destination' (This college is In-Network. We'll make sure your materials are sent electronically where they need to go.), 'Program Name (Optional)', 'Student requirements' (Financial aid, Scores and performance), and 'Program name'.

# 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:

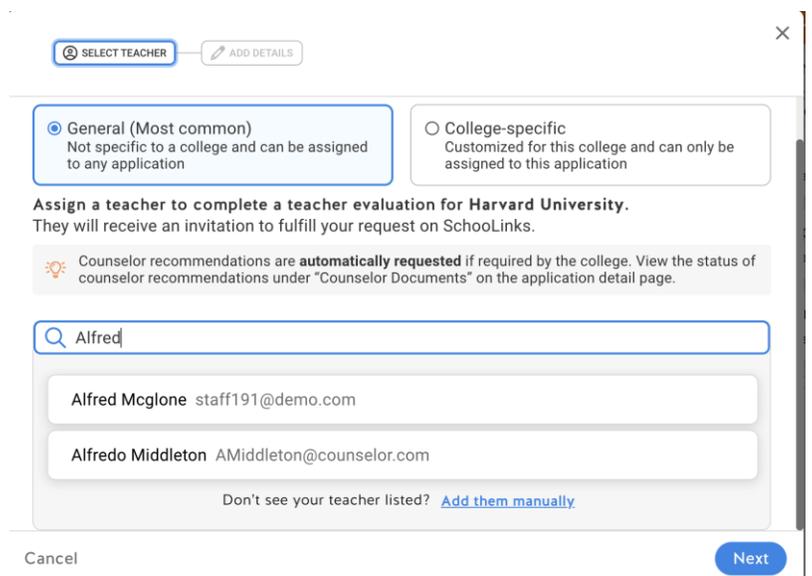
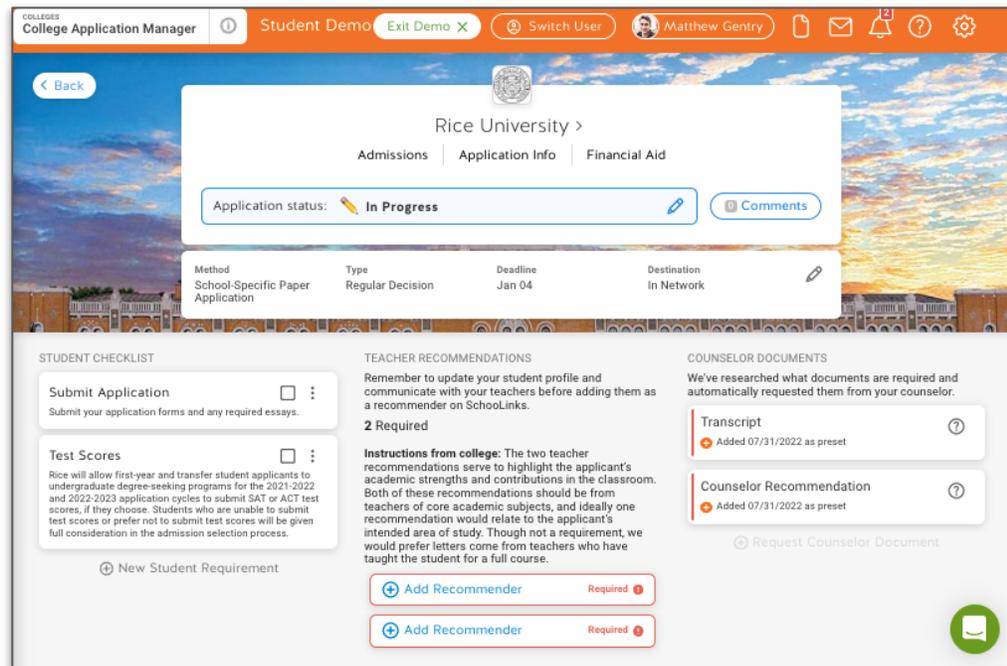
- Check the box once tasks are complete.

## 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"

## 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.



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.