

SchoolLinks Student College Application Manager Guide



Logging in to SchoolLinks

Students log in to SchoolLinks by going to app.schoolinks.com and clicking on the login method designated by your district.

This guidebook outlines steps to add your college applications, request necessary documents, and track those requests. Below, you'll find each section of this guidebook. Click the header to navigate to a specific section. **Please note, relevant help article links have been provided throughout this guide, but students must be logged into SchoolLinks to view the links.**

Activities for the Summer leading to Senior Year

Start exploring and shortlisting colleges that align with your interests and goals. Create a final list of colleges you'll apply to, ensuring a smooth transition to your College Application Manager after summer break.

College Application Manager Set-Up

Students must set-up College Application Manager by entering personal details, determining fee waiver eligibility, and signing the FERPA waiver prior to adding any college application

Common App

Common App allows students to apply to multiple colleges with a single application. The Common App account must be connected to SchoolLinks. Check out this [flowchart](#) that outlines what steps need to happen where!

Adding Applications

Common App applications can be added to College Application Manager in SchoolLinks or through the My Colleges tab in Common App as long as the Common App and SchoolLinks accounts are linked.

Non-Common App applications have to be manually added by students to their College Application Manager in SchoolLinks.

Application Requirements

The Application Requirements page of a college application, allows students to track the progress of the application, including the Student Checklist, Teacher Recommendations, and Counselor Documents.

Recommendations

You have the opportunity to complete a Brag Sheet to showcase any accomplishments you would like to share with your teachers.

Counselor Recommendations and other school documents are requested automatically in SchoolLinks.

Teacher Recommendations and Outside Recommendations must be requested by students.

Transcripts

Transcripts are automatically requested in SchoolLinks once a college is listed as In Progress in the Submission Tracker.

You will also have the opportunity to request non-college application transcripts via the Record Center.