College Application Manager
Student Guide for Peoria Unified
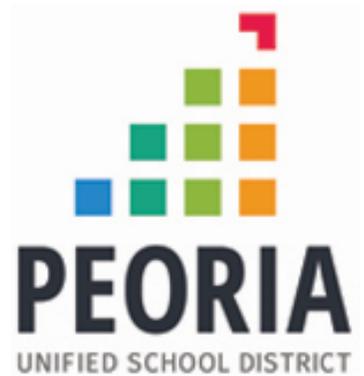
Dear Class of 2024,

We are very excited to introduce your school's college and career readiness platform, SchooLinks! All of the SchooLinks 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 SchooLinks to fulfill college application requirements. The SchooLinks **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.

SchooLink'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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College Application Manager
Student Set Up

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

Click Let's Go
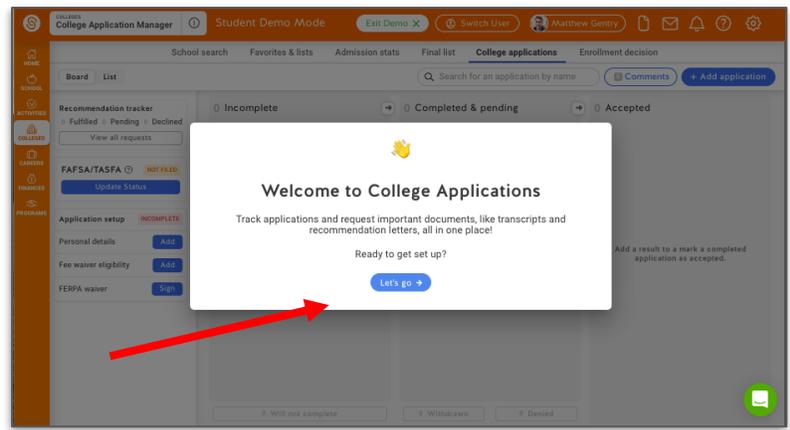
2. Complete the **Application Set Up** which will pop up automatically

It will guide you through 3 steps

- Personal Details
- Fee Waiver Eligibility
- FERPA Waiver

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 SchooLinks.
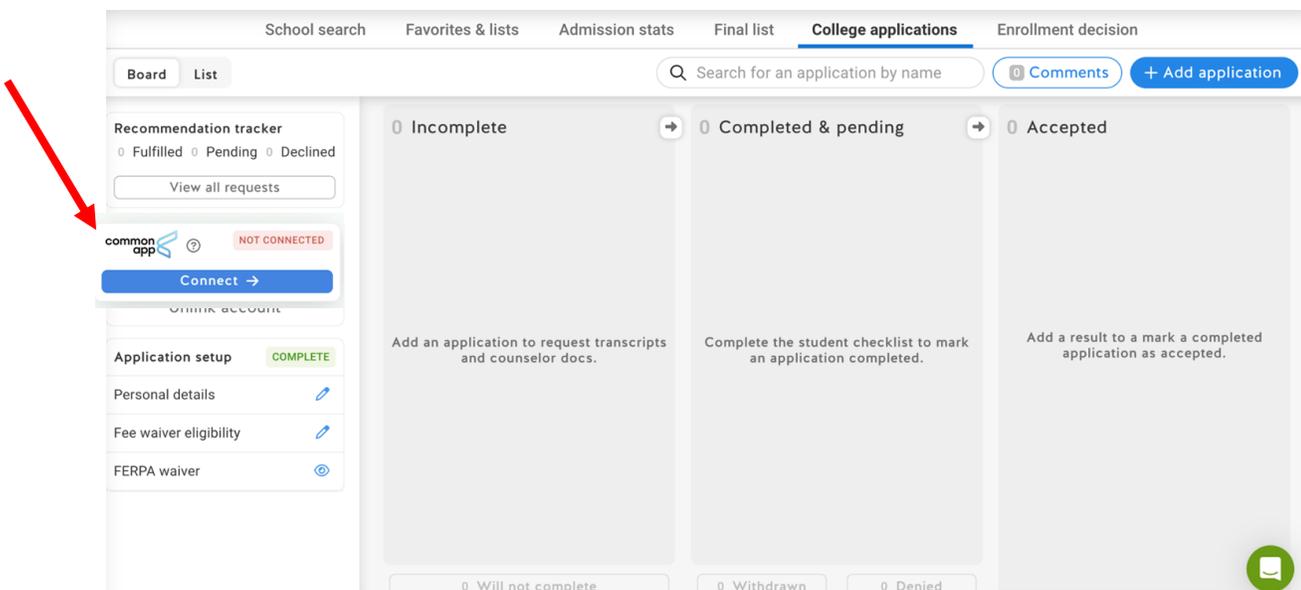
Adding Applications to Student Dashboard

- Once you have completed the setup on the prior page, you are ready to add applications in SchooLinks.
- 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 SchooLinks.

How to Add Applications to SchooLinks:

- 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"

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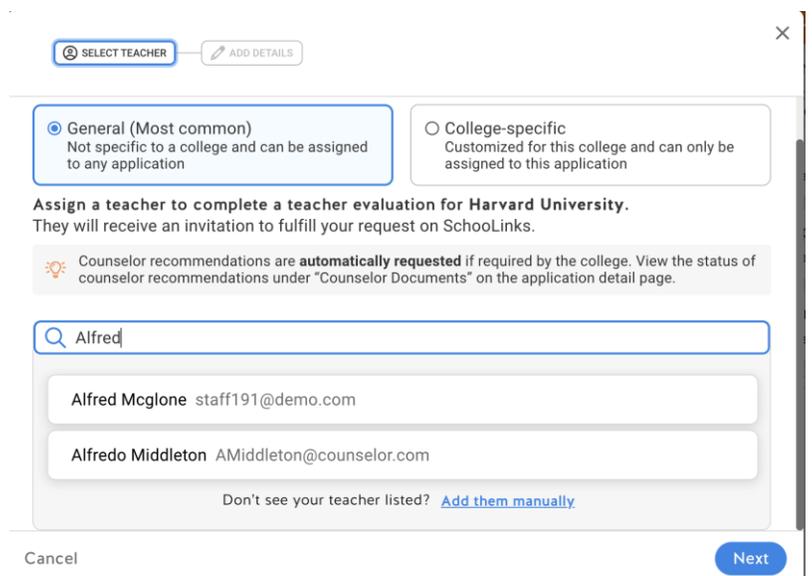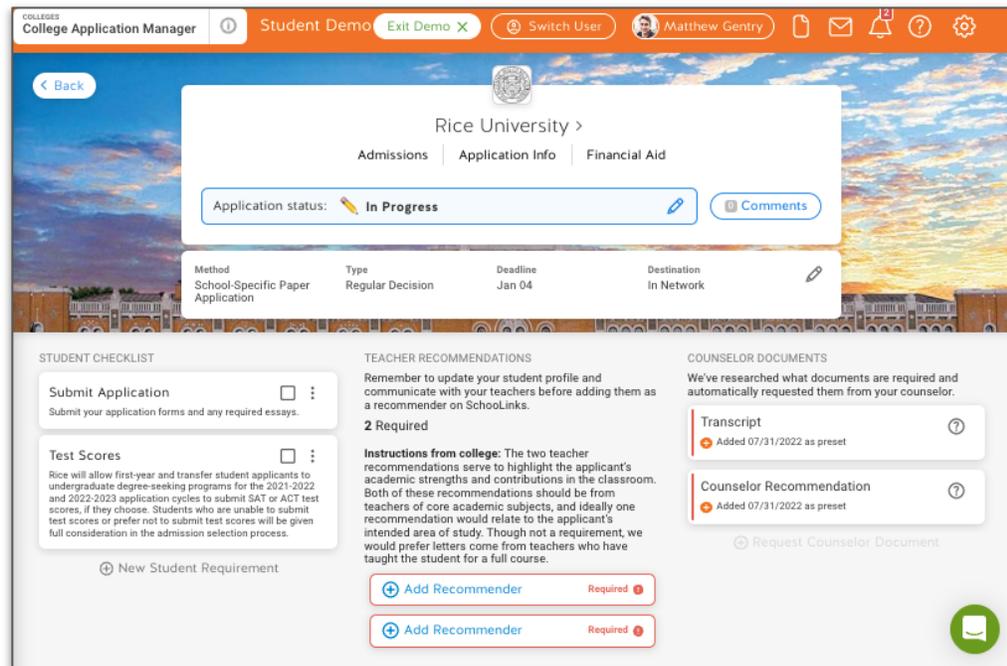
If your teacher's name pops up, please click their name.

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