

# 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.

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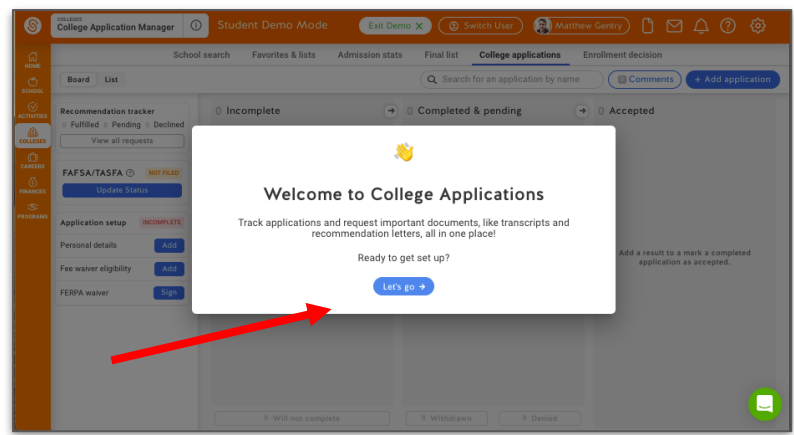
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# College Application Manager Student Set Up

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

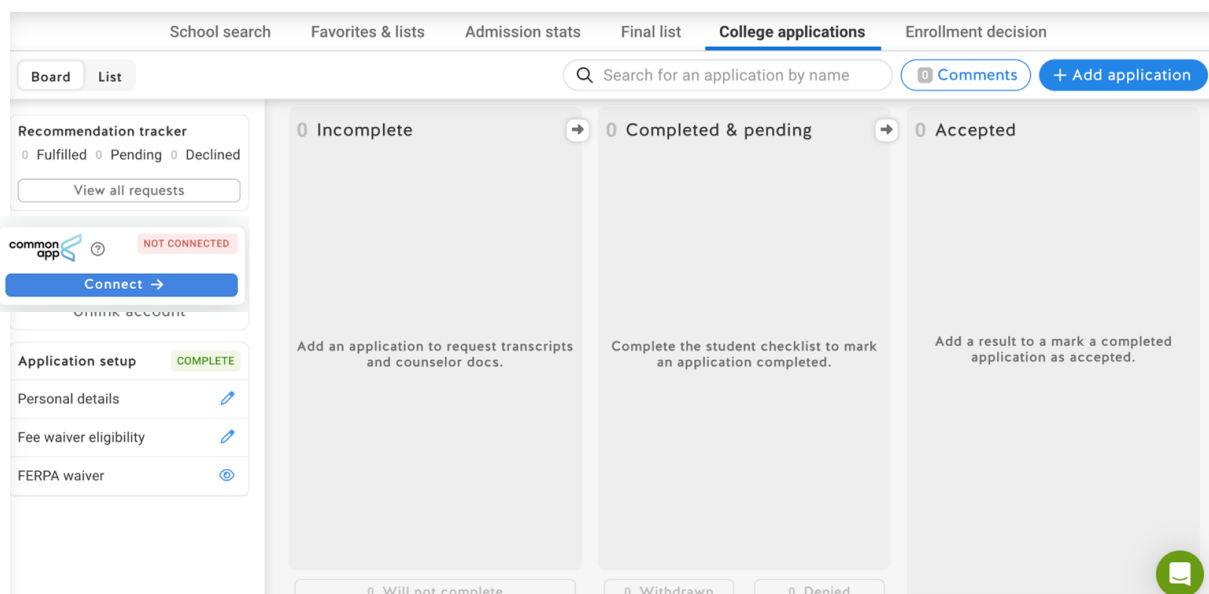
- Personal Details
- Fee Waiver Eligibility
- FERPA Waiver

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

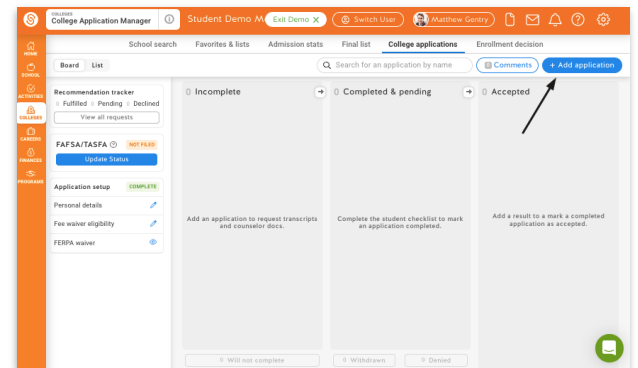
- Once you have completed the setup on the prior page, you are ready to add applications in SchoolLinks.
- Adding your applications to the system will allow for your counselors to know what schools you've applied to and gives them the signal to start sending your student documents- like your transcript.
- 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.



University of Illinois at Urbana-Champaign >

Admissions | Application Info | Financial Aid

Application status: **In Progress** [Comments](#)

We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

Application Method

common app School-specific online app COALITION

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)

Fill this in if you're applying to a program that requires a different application.

Program name

Student requirements

Select any of the following that apply to this application. You can always add or remove from the student checklist later if you change your mind.

Financial aid

☐ I will be submitting a school-specific Financial Aid Application to this institution.

☐ I will be completing the FAFSA form and will need to designate this institution to receive my information in the FAFSA portal.

Scores and performance

☐ I will be submitting test scores along with my application to this institution. [Optional](#)

☐ I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution. [Optional](#)

# 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 main header shows 'Rice University' with tabs for 'Admissions', 'Application Info', and 'Financial Aid'. The 'Application status' is 'In Progress'. A table below shows application details: Method (School-Specific Paper Application), Type (Regular Decision), Deadline (Jan 04), and Destination (In Network). The main content area is divided into three sections: 'STUDENT CHECKLIST' with 'Submit Application' and 'Test Scores' (both unchecked), 'TEACHER RECOMMENDATIONS' with instructions and a '2 Required' count, and 'COUNSELOR DOCUMENTS' with 'Transcript' and 'Counselor Recommendation' (both added as presets). At the bottom, there are 'Add Recommender' buttons.

## 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 'SELECT TEACHER' button and an 'ADD DETAILS' link. Below, there are two radio button options: 'General (Most common)' (selected) and 'College-specific'. Instructions state to assign a teacher to complete a teacher evaluation. A note mentions that counselor recommendations are automatically requested if required by the college. A search bar contains 'Alfred'. Below the search bar, two teacher suggestions are listed: 'Alfred Mcglone' (staff191@demo.com) and 'Alfredo Middleton' (AMiddleton@counselor.com). At the bottom, there's a 'Don't see your teacher listed? Add them manually' link, 'Cancel' and 'Next' buttons.

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.