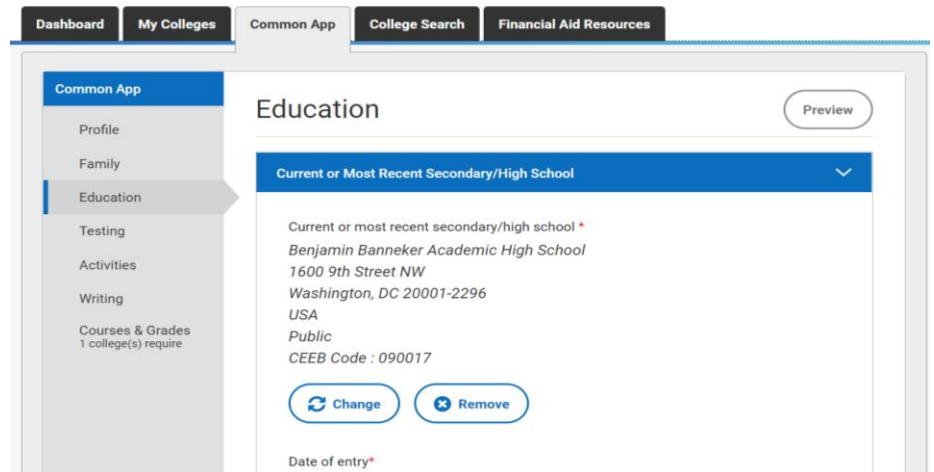


PrepNext Guide: Adding PrepNext Counselor to Common Application

Adding your PrepNext Counselor to your Common Application as an Advisor allows your counselor to provide you with helpful feedback, monitor application deadlines, and ensure high school officials have uploaded necessary documentation.

1. Toggle to the “Common App” tab. Choose the “Education” tab from the menu in the gray box to the left. Search for your current high school by entering your school’s name. Be prepared to enter your high school’s address and zip code if the Common Application cannot locate it.

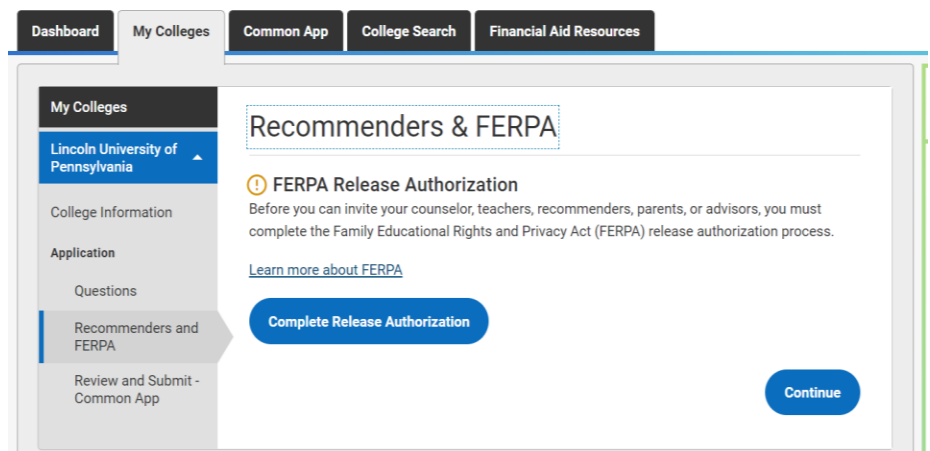


Note: If you attended more than one high school, you will need to list the other schools you attended

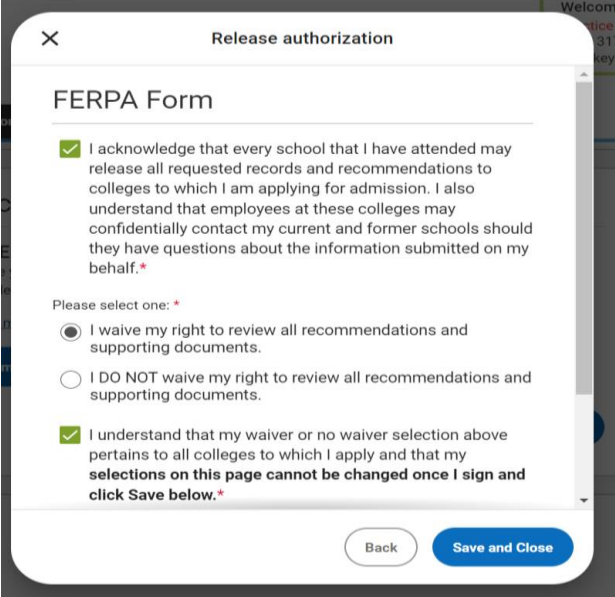
2. Click on the “My Colleges” tab and click on any institution's name. This will create a drop-down menu for that school.



3. Click on “Recommenders and FERPA”. *Note: FERPA regulates the privacy of student education records, which could include your application to the college where you enroll.

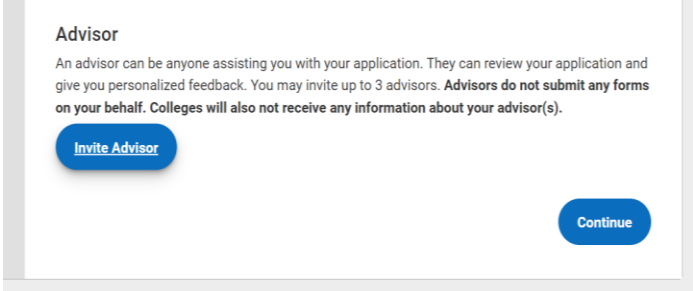


- a. FERPA also gives you the right to waive review of confidential letters of recommendation provided as part of that application after you enroll. You'll be asked if you want to waive the right to review confidential letters of recommendation. Waiving your right to review recommendations will let colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.



The screenshot shows a mobile application window titled "Release authorization" with a close button (X) in the top left. The main heading is "FERPA Form". There are two checked checkboxes: the first states "I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*" The second states "I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed once I sign and click Save below.*". Below these is a section "Please select one: *" with two radio button options: "I waive my right to review all recommendations and supporting documents." (selected) and "I DO NOT waive my right to review all recommendations and supporting documents." At the bottom are "Back" and "Save and Close" buttons.

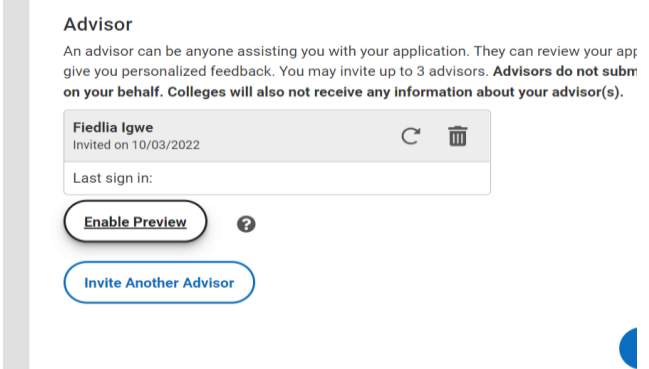
4. After FERPA is waived, scroll down to the bottom of the page and click "Invite Advisor".



The screenshot shows a section titled "Advisor" with the text: "An advisor can be anyone assisting you with your application. They can review your application and give you personalized feedback. You may invite up to 3 advisors. **Advisors do not submit any forms on your behalf. Colleges will also not receive any information about your advisor(s).**" Below this text is a blue "Invite Advisor" button and a "Continue" button in the bottom right corner.

5. Enter the requested information with your assigned PrepNext counselor.
a. Ms. Monet Blakey mblakey@dcprep.org
b. Ms. Fidelia Igwe figwe@dcprep.org

6. After adding your advisor, please make sure that you click "Enable Preview".



The screenshot shows the "Advisor" section with the same explanatory text as the previous screen. Below the text is a card for "Fiedlia Igwe" with the subtext "Invited on 10/03/2022" and icons for refresh and delete. Underneath is a "Last sign in:" field. At the bottom are two buttons: "Enable Preview" (highlighted with a white border) and "Invite Another Advisor".