

# Submit your School Profile

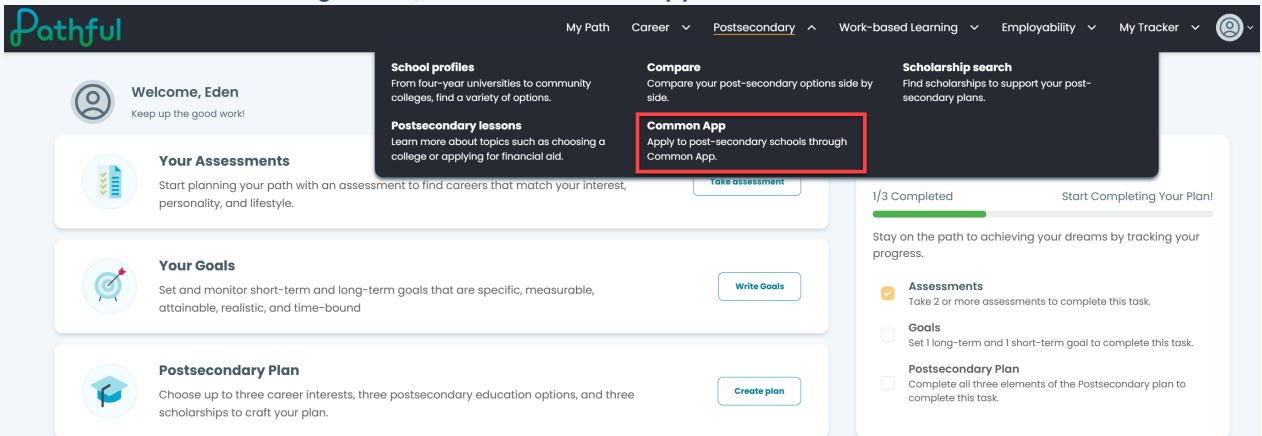
Last Modified on 11/04/2024 10:04 am EST

The School Profile must be completed and re-submitted to Common App at the start of each school year, typically in August.

The School Profile must only be completed by one person for the entire school. Each user does NOT need to complete a School Profile. Pathful suggests that one person in your organization complete and maintain the School Profile.

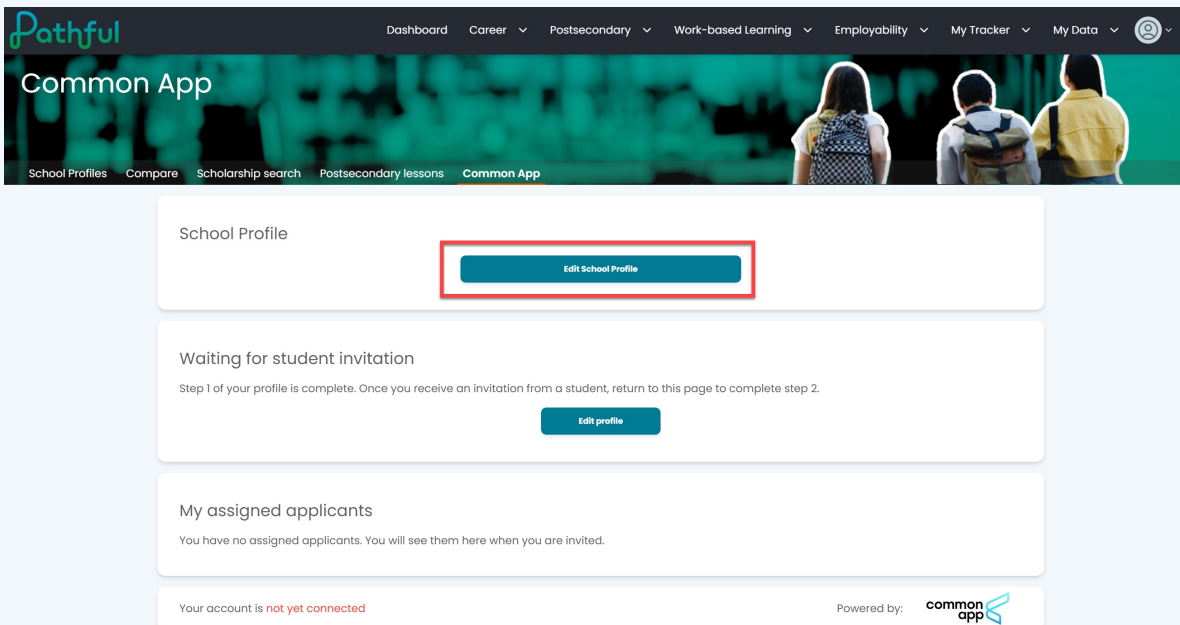
The School Profile can be edited at any time during the school year.

## 1. From the **Postsecondary** menu, select **Common App**.



The screenshot shows the Pathful dashboard for user Eden. The navigation menu at the top includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Postsecondary' menu is expanded, and the 'Common App' option is highlighted with a red box. Below the navigation, there are several cards: 'Welcome, Eden', 'Your Assessments', 'Your Goals', 'Postsecondary Plan', 'School profiles', 'Compare', 'Common App' (highlighted), and 'Scholarship search'. A progress bar on the right indicates '1/3 Completed' and 'Start Completing Your Plan!'.

## 2. Select **School Profile** or **Edit School Profile**.



The screenshot shows the Common App interface. The navigation bar at the top includes 'Dashboard', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', 'My Tracker', and 'My Data'. The 'Common App' section is active, and the 'Edit School Profile' button is highlighted with a red box. Below this, there are three sections: 'Waiting for student invitation' with an 'Edit profile' button, 'My assigned applicants' with a message 'You have no assigned applicants. You will see them here when you are invited.', and a footer with the text 'Your account is not yet connected' and 'Powered by: common app'.

3. Complete all of the required fields.
4. Select **Submit** or **Save**.

