

# Complete your Profile

Last Modified on 09/13/2024 12:01 pm EDT

Teachers and Counselors must update their Profiles at the start of each school year. However, you can update your profile as needed anytime during the school year.

It is a 2-step process to Edit your Profile:

- **Step 1:** This is done at the beginning of the school year, typically in August. This step allows students to invite you to their Common App. This must be completed *before* a student can invite a counselor or teacher to Common App.
- **Step 2:** Once a student has invited you to their Common App, you must complete the second part of the Profile and submit it to Common App. You are now ready to assist students with Forms and Recommendations.

1. From the **Postsecondary** menu, select **Common App**.
2. Select **Begin Profile** or **Edit User Profile** if you have already started your profile.
3. Complete all of the required fields.
4. Select **Submit**.
5. Your Dashboard now says, "Waiting for student invitation."
  - a. After a student has invited you to be the counselor or teacher recommender in Common App, you can complete step 2 of your profile.
6. To complete step 2 of your profile, select **Edit Profile** on your Dashboard.
7. Complete all required fields, the Transcript Affirmation, and the Communication section.
8. Select **Submit**.