

# Complete your Profile

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Teachers and Counselors must create a new Profile at the start of each school year. However, you can update your profile as needed 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**.

The screenshot displays the Pathful user interface. At the top, the navigation menu includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Postsecondary' menu is open, showing several options: 'School profiles', 'Compare', 'Scholarship search', 'Postsecondary lessons', 'Common App', and 'Take assessment'. The 'Common App' option is highlighted with a red rectangular box. Below the navigation menu, the main content area is divided into several sections: 'Welcome, Eden', 'Your Assessments', 'Your Goals', 'Postsecondary Plan', and a progress bar for 'Start Completing Your Plan'. The progress bar shows '1/3 Completed' and lists tasks: 'Assessments', 'Goals', and 'Postsecondary Plan'.

## 2. Select **Begin Profile** or **Edit User Profile** if you have already started your profile.

The screenshot shows the Pathful Common App dashboard. At the top, there is a navigation bar with the Pathful logo and several menu items: Dashboard, Career, Postsecondary, Work-based Learning, Employability, My Tracker, and My Data. Below the navigation bar is a header with the text 'Common App' and a background image of three students. A secondary navigation bar contains links for School Profiles, Compare, Scholarship search, Postsecondary lessons, and Common App. The main content area consists of three white cards. The first card is titled 'School Profile' and has an 'Edit School Profile' button. The second card is titled 'Begin your Common App profile' and contains the text 'Before students can find you to request a recommendation, you must complete step 1 of your Common App profile.' Below this text is a 'Begin profile' button, which is highlighted with a red rectangular box. The third card is titled 'My assigned applicants' and states 'You have no assigned applicants. You will see them here when you are invited.' At the bottom of the dashboard, there is a status message 'Your account is not yet connected' and a 'Powered by: common app' logo.

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

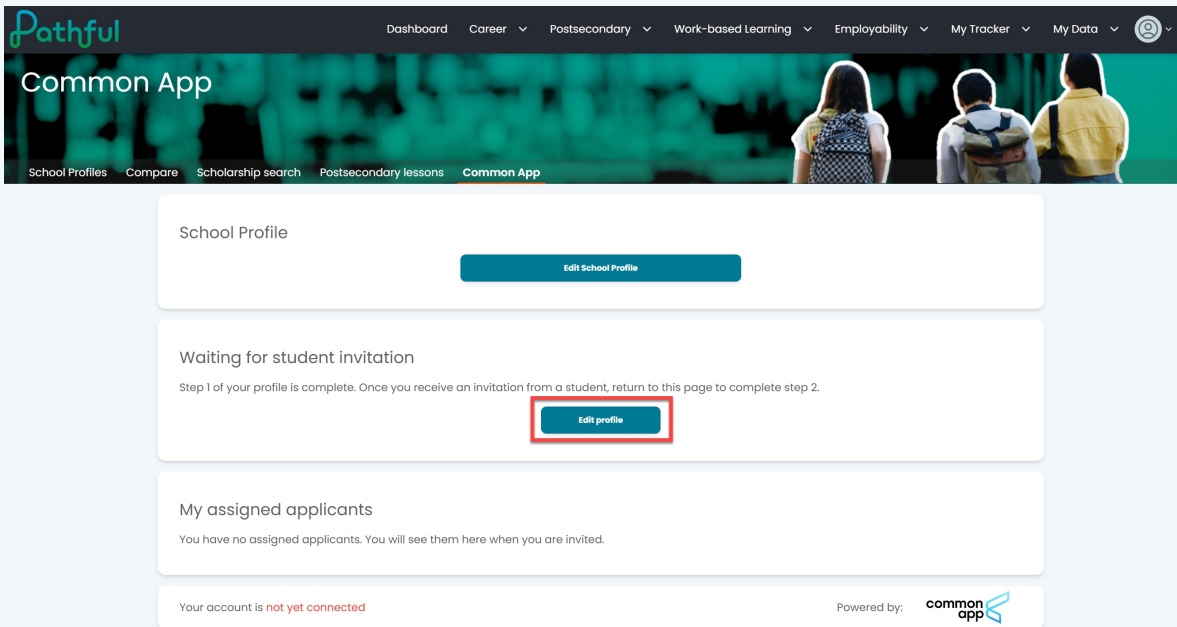
This screenshot shows the 'My Common App Profile' form on the Pathful Common App dashboard. The form is enclosed in a red border. It contains the following fields and options:
 

- Staff type:** Two radio button options: 'Teacher' and 'Counselor'.
- First Name:** A text input field containing the name 'Noa'.
- Last Name:** A text input field containing the name 'Castillo'.
- Email:** A text input field containing the email address 'naahc@pathful.com'.

 At the bottom of the form are two buttons: 'Save' and 'Cancel'. Below the form is a card titled 'My assigned applicants' with the text 'You have no assigned applicants. You will see them here when you are invited.' At the very bottom of the dashboard, there is a status message 'Your account is not yet connected' and a 'Powered by: common app' logo.

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**.

## My Common App Profile

Staff type: \*

- Teacher  
 Counselor

Title: \*  ▼

First Name: \*

Middle Initial:

Last Name: \*

Position: \*

State:  ▼

Zip Code:

Email: \*

Phone Number: \*   
Format: +1XXX-XXX-XXXX

Fax Number:   
Format: +1XXX-XXX-XXXX

Transcript Affirmation \*  By checking this box, I certify that I will upload a PDF of each student's transcript for transmission with the School Report. (Parchment users should also check this box.) I understand that Common App member institutions do not want to receive the School Report transmitted online if the transcript will be mailed. I also understand that if I fail to send the transcript online with the School Report this may cause confusion and processing delays, resulting in an late application decision for the applicant.

Communication \*  I understand that the Common Application organization may need to periodically contact me regarding updates to the online school forms system. I agree to receive such communications at the email address I have provided above.

Submit

Cancel