

# Overview of Application & Transcript Manager

- In this section, we will explain to students the different parts of SchoolLinks' Application & Transcript Manager

## What is Application & Transcript Manager?

SchoolLinks' Application & Transcript Manager allows you to **keep track of all your application materials for the colleges you're applying to** and have your application materials including transcripts, sent either electronically or mailed.

It is **not an application portal**. This means that you will not fill out any college applications on SchoolLinks. The Application & Transcript Manager is just an easy way to keep track of all the materials you need to submit to colleges and when you need to submit them by.

You'll also be able to **request letters of recommendation** through SchoolLinks, and your counselor will send those letters and your transcript directly to colleges from SchoolLinks.

**For Common App schools, you'll submit all your materials through Common App**, but you can keep track of them on SchoolLinks as well.

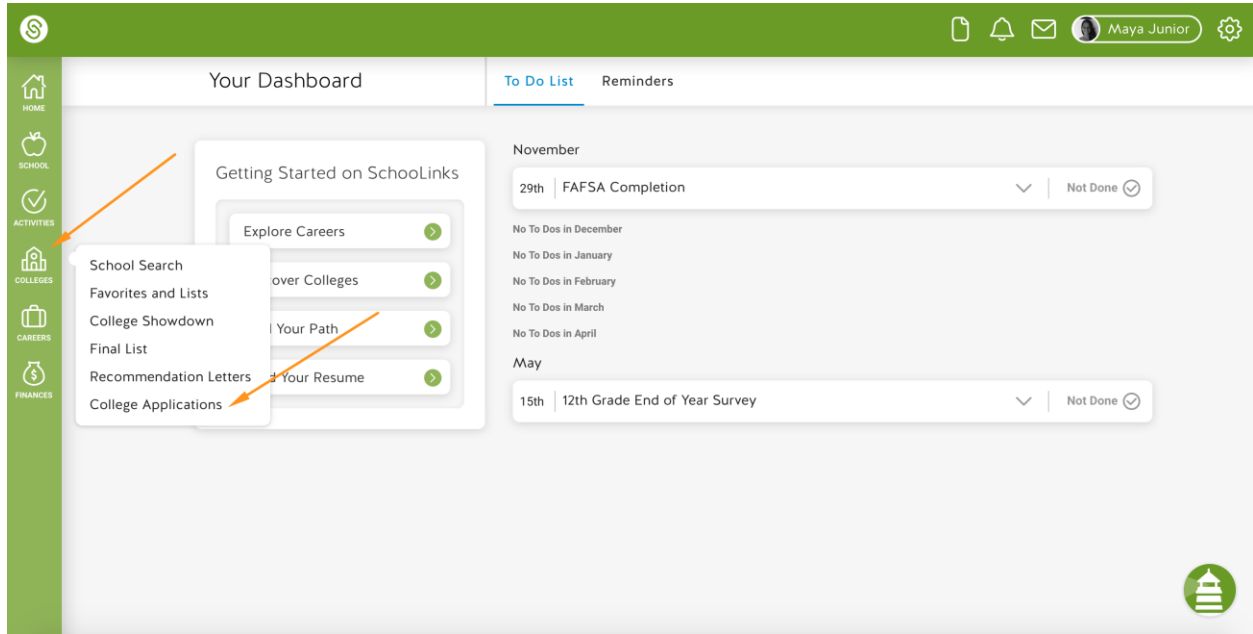
You can also **submit your transcripts to non-colleges** as well, for scholarship applications and other opportunities. To learn about sending official transcripts, go to [Sending Transcripts to Non-Colleges](#).

The screenshot shows the SchoolLinks Application & Transcript Manager dashboard. The interface is primarily orange and white. At the top, there's a navigation bar with a home icon, a school icon, an activities icon, a colleges icon, a careers icon, and a finances icon. The main header area features a large orange banner with the text "College Applications" and a sub-header "Stay on top of each step of the college application process – from applying to colleges to making your final enrollment decision." Below this, there are three main action cards: 1. "Submission Tracker" with "Track progress and requirements." and "15 Incomplete Applications" (15 in a red circle), with a "Track >" button. 2. "Application Results" with "View and update results." and "2 Pending Results" (2 in a red circle), with an "Update >" button. 3. "Enrollment Decision" with "Make an enrollment decision." and "No Enrollment Decision" (No Enrollment Decision in red), with an "Update >" button. Below these cards is a section titled "Upcoming Requirements" with a red "23" badge. It lists "Tuesday, Jan 1st (Overdue)" and two items: "Trinity University | Submit Application" and "Trinity University | Test Scores". On the right side of this list, there are "Done" checkboxes and a "Help Video" button with a question mark icon. At the bottom right, there is a green circular icon with a white document symbol.

## How do I access Application Manager?

To access Application Manager, hover over the **Colleges** icon.

Then **click College Applications**.



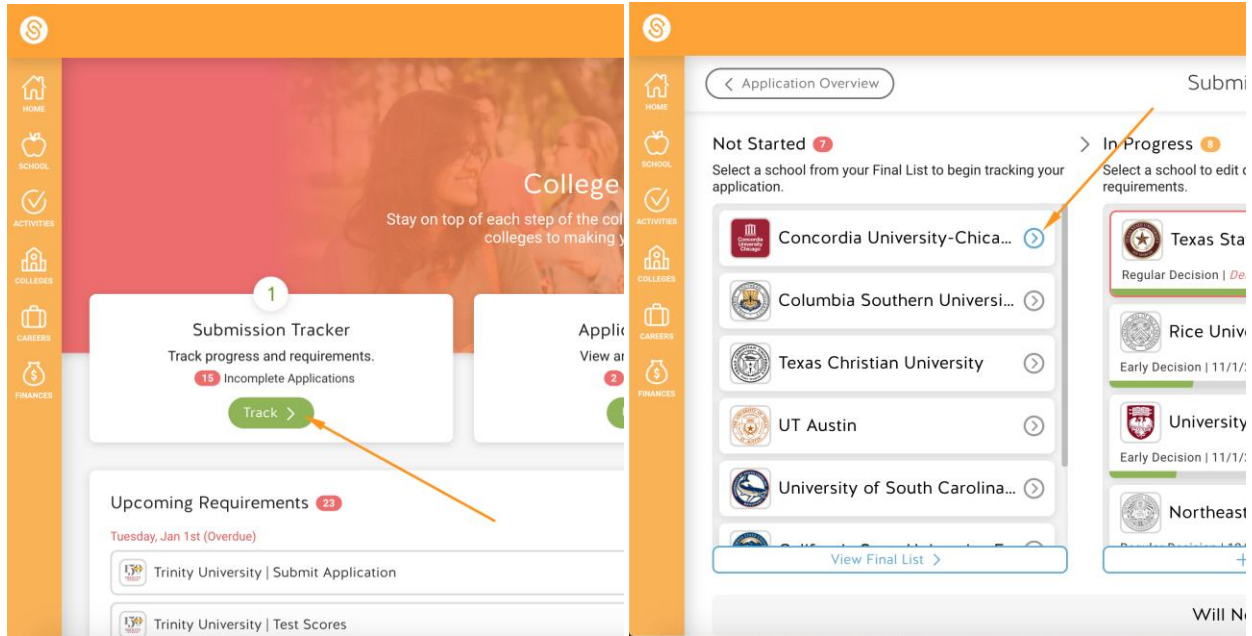
## What is setting up an application?

Before you can start tracking an application on SchoolLinks, **you need to setup the application** and input the college's requirements.

To go to Submission Tracker, **click Track**.

Once you've added a college to **your Final List**, you'll see it on your application list.

Then you **click on that college** to setup the application.

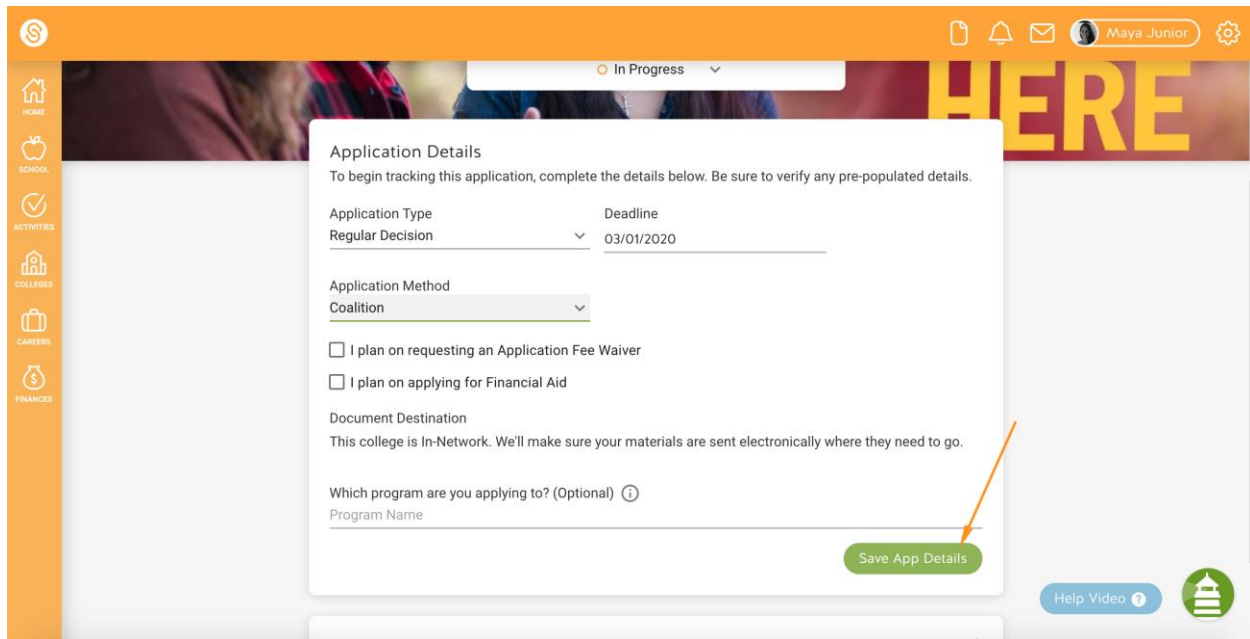


Then you'll **input all the requirements** for the school.

Make sure you **double check all the requirements for a school on that school's website** before you start tracking them.

To learn more about setting up an application, go to [Setting Up an Application & Its Requirements](#).

If you're setting up an application for a Common App school, go to [Tracking Common App Colleges](#).

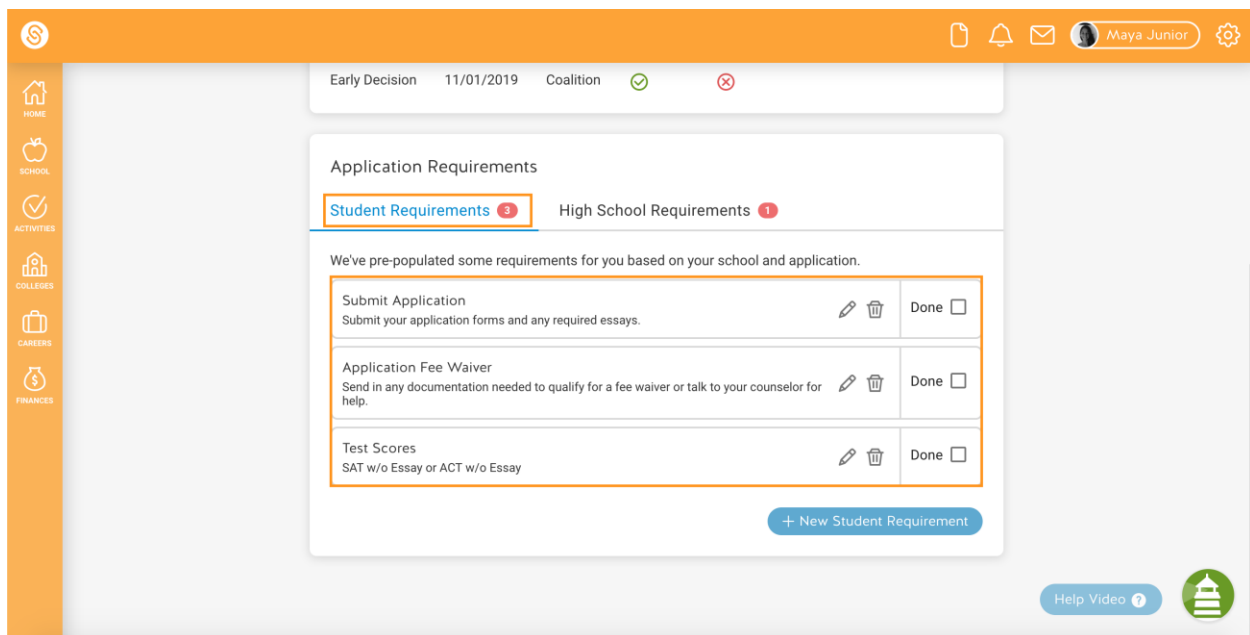


## What happens after I setup an application?

After you setup an application for a college, you can **start tracking the requirements for applying** to that college.

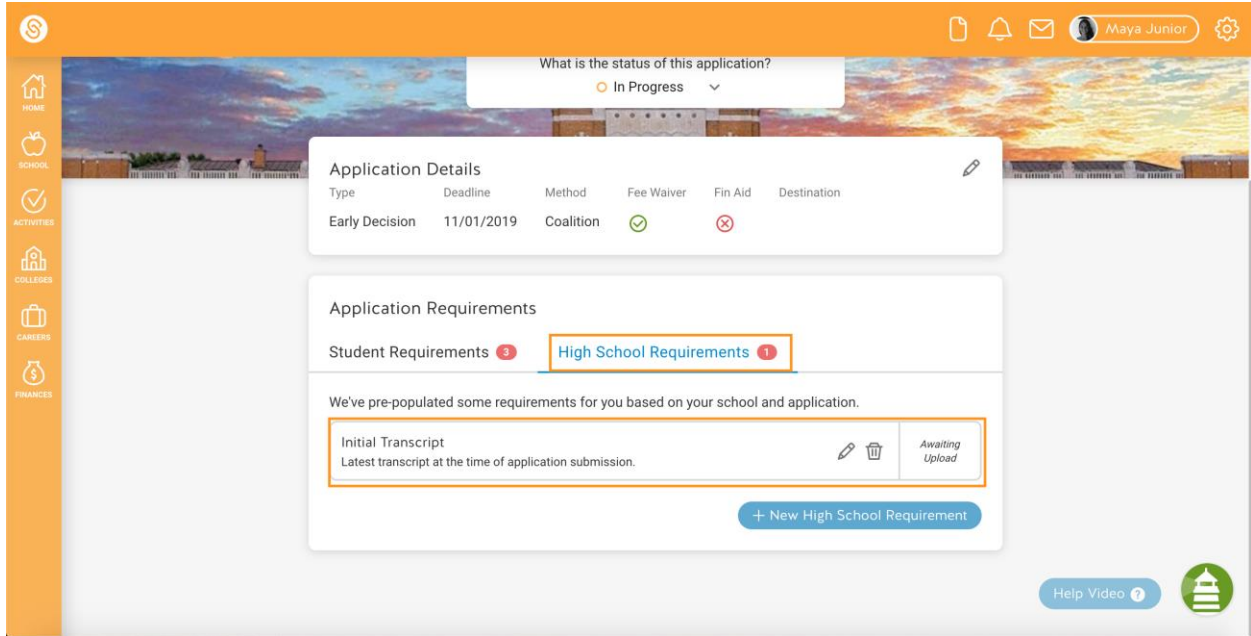
**Student Requirements**, are all the requirements that you are responsible for, like submitting the application, filling out FAFSA and requesting letters of recommendation.

To learn more about tracking these requirements, go to [Understanding Statuses](#).



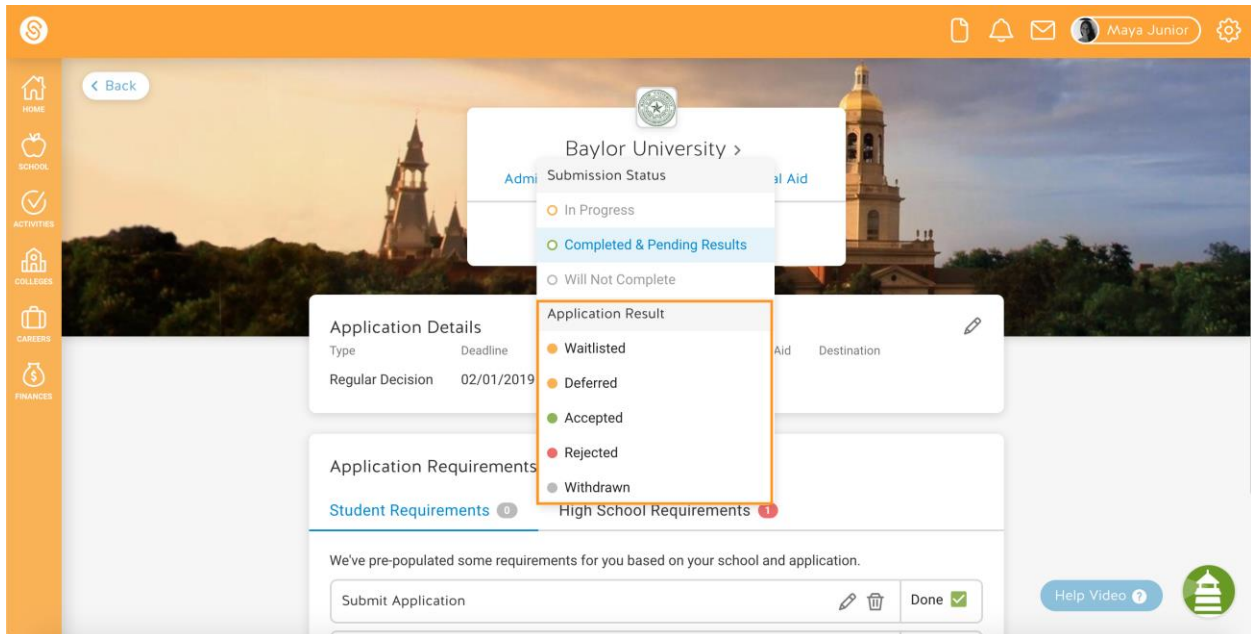
High School Requirements are requirements that your counselor will submit on your behalf to that college, like transcripts and letters of recommendation. For schools that you're not applying to on Common App, they will send the materials through SchoolLinks.

To learn more about tracking these requirements, go to [Understanding Statuses](#).



## What happens after I apply to a college?

Once you hear back from a college with your application result, you can **indicate what your application result was**.



If you got accepted to that college, you can also **indicate if you plan on enrolling in that college**, deferring your enrollment, or not enrolling at all.

Remember, you can only indicate that you're enrolling in one college, and inputting your enrollment decision on SchoolLinks **does not** let that college know what your enrollment decision is.

