

# MajorClarity

## Application Center:

The Application Center is used to house, organize and track Post-Secondary Applications, and Work Based Learning Opportunities, Common App, Transcripts, and Recommendation Requests (for those districts who have these features enabled). Counselors and Teachers will complete requests through their MajorClarity Accounts.

To add and track **Post-Secondary Application** first favorite the institution by visiting **Post Secondary Exploration** tab, search for colleges, university and technical schools and click the "👑" icon for each institution you're interested in.

In the Application Center; you can add an Application to the tracker by clicking the "**Add Application to Tracker**" button:

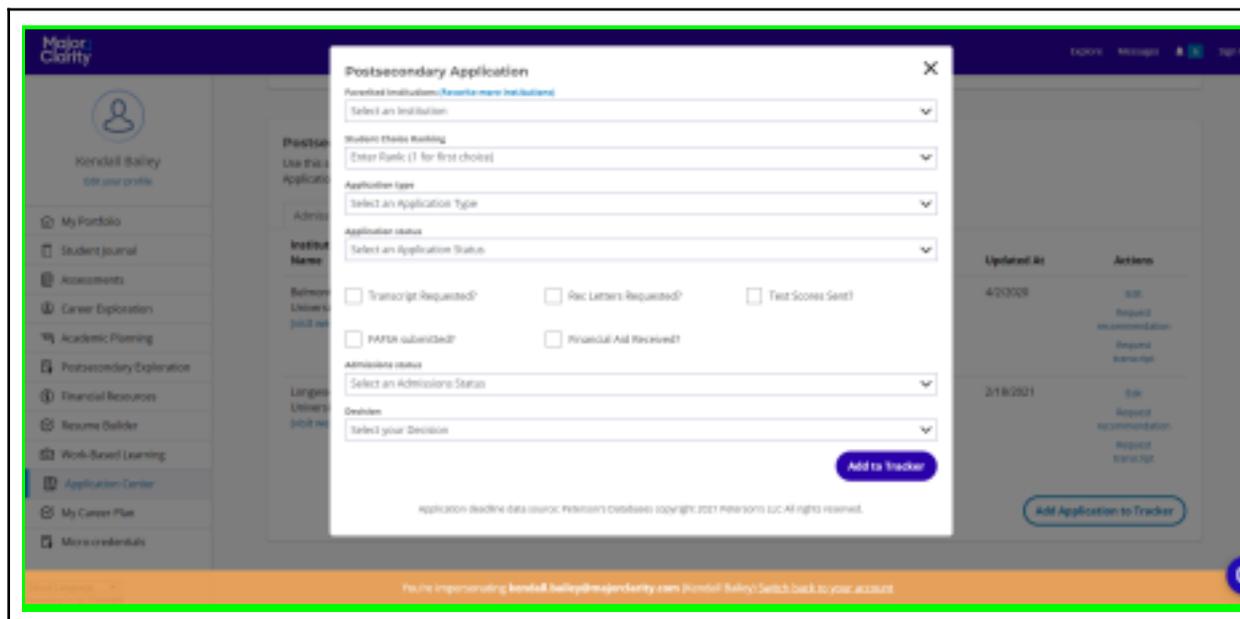


The screenshot shows the 'Postsecondary Applications' section of the MajorClarity interface. It features a table with columns for Institution Name, Student/Teacher Mark, Application Deadline, Application Type, Admissions Status, Application Status, Review, Updated By, and Actions. Two rows are visible: one for 'Belmont University' with a 'Common App' type and one for 'Longwood University' with an 'Institutional App' type. A green arrow points to the 'Add Application to Tracker' button at the bottom right of the table.

Institution Name	Student/Teacher Mark	Application Deadline	Application Type	Admissions Status	Application Status	Review	Updated By	Actions
Belmont University	1	All Deadlines: Deadline: September 15	Common App		Started		4/2/2020	Go to Report Recommendation Request Transcript
Longwood University	2	No Deadline information available	Institutional App		Started		3/18/2021	Go to Report Recommendation Request Transcript

Select the institution from your **Favorited Institutions** list and fill in the fields. Click the "**Add to Tracker**" button.

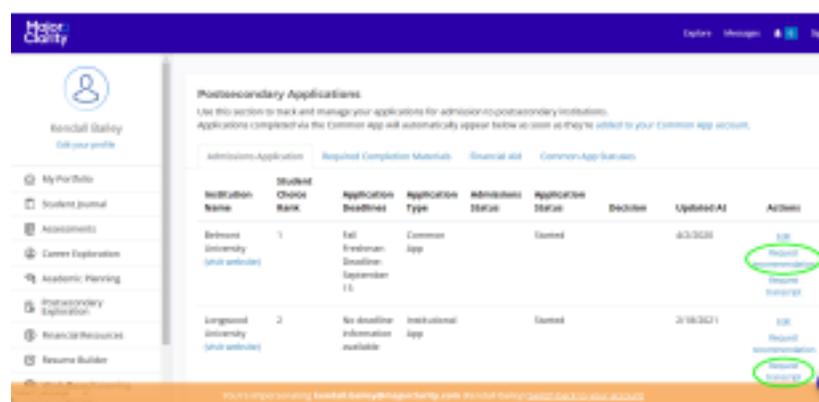
**Note: It's important to fill in accurately and keep it updated so that your Counselors can support your process completely.**



View the details of your applications by clicking through the tabs at the top.

Edit details by clicking "**Edit**" under the "**Actions**" column on each tabbed section.

**Request Recommendations** and **Transcripts** by clicking the links under the Actions column:



Transcript and Recommendation Requests can be tracked in the **Request** boxes below the Post Secondary Applications box:

The screenshot displays the MajorClarity Application Center interface. On the left is a navigation sidebar with the user's name 'Mario Demo' and profile link. The main content area is divided into two sections: 'Transcript Requests' and 'Recommendation Letter Requests'. The 'Transcript Requests' section contains a table with one entry for 'The University of Alabama' with a status of 'Sent' and a date of 'Mar 2'. The 'Recommendation Letter Requests' section contains a table with one entry for 'MC TEST' with a status of 'Requested' and a deadline of 'Dec 02, 2020'. At the bottom, a status bar indicates the user is impersonating 'mario.demo@majorclarity.org'.

Destination	Status	Date
The University of Alabama	Sent	Mar 2

Recommender	Institution	Status	Deadline
mario@majorclarity.com	MC TEST	Requested	Dec 02, 2020

??'s: Use our LIVEChat support button to reach a Support Team member in <90 seconds.