

LOG INTO MAIA

1. Log into your Classlink Dashboard
2. Click on the MaiaLearning logo
3. If this is your first time logging in, you will need to select that you will be logging in with a Google Account
4. Select your lions.net account
5. You should now be logged in and on your Dashboard

TRANSCRIPT REQUESTS

COMMON APP [Video Tutorial](#)

- *Transcripts are automatically requested to be sent to the schools in your Common App after you link your Common App account. No additional steps to request a transcript are necessary after linking your Common App account to your Maia account.*
1. Click your account icon in the upper right hand corner
 2. Click settings
 3. Under Application Systems and Common App, click to link your account
 4. Click continue, then enter your Common App login credentials on the next screen
 5. Your accounts should now be linked and your transcript requests. You can find these schools in your Applying List by clicking on Universities from the menu on the left of your screen, then Applying at the top of the page.

NON COMMON APP

- *Transcripts are automatically requested when you add schools to your Applying List. No additional steps to request a transcript are necessary after you've added the school to your Applying List.*
1. Click on Universities from the list on the left side of the page
 2. Click on Applying at the top of the page
 3. Click on Add University in the upper right hand corner of the screen
 4. Find the college you would like to add, then select "add" on the right
 5. The school should now be in your Applying List

TEACHER LETTER OF RECOMMENDATION REQUESTS

**You first must add schools to your Applying List either by linking your Common App or manually adding them to your Applying List. Please see the Transcript Request steps above to add your schools before continuing.*

1. Click on Universities from the list on the left side of the page
2. Click on Recommendations at the top of the page
3. Select the deadline that you'd like the recommendation completed by
4. Check the box next to the teacher you'd like to request a letter from
5. Check the box next to the universities you'd like the selected recommender(s) to write letters for
6. Answer the questions to provide information to the recommender
7. After filling in your information, click Save to submit your request

You'll see all of your requests and their status at the bottom of the page.

TRACK TRANSCRIPT AND LETTER OF RECOMMENDATION REQUESTS

Click on Universities from the menu on the left and then click Send Summary at the top of the page.