



SCOIR (<https://app.scoir.com/>) connects the NRCA College Counseling office, NRCA families, and the colleges to which you apply. Among other things, students and parents can research and follow colleges, create a resume, and upload important documents and web links to save.

Most importantly, SCOIR provides a portal for the College Counseling office to store important documents such as your recommendation letters, transcripts, and school report. These documents are not viewable to students and parents but are kept safely in your account. When Seniors apply to a college, they will add the school to "Applied" and the documents the college requires will be sent to that school immediately.

GETTING STARTED

1. The College Counseling office will set up your account. You will then receive an invitation to join. Look for it to come to your school email address. Watch this video as a guide: <https://vimeo.com/511753289>
2. Accept the invitation and create your password.
3. Invite a parent to join SCOIR from your profile page. Read [THIS](#)
4. Sign the FERPA waiver on your profile page. Read [THIS](#) first.
5. **Add a personal email address to your profile and make this personal address primary.** [THIS](#) page shows how. TIP: It is a good idea to create an email address to be used only for college application time. You will be getting a lot of emails!
6. Double check your first/last name, email address, home address, and birthdate for accuracy. Colleges will match this with your application (the details are generated on your school report) and if something is off, it can delay your application.

Seniors will use SCOIR during the application process as noted on the College Application Checklist. It is very important to keep your college list updated throughout the process so there is no delay in your documents being received by the colleges.

QUICK LINKS TO GUIDE YOU THROUGH USING SCOIR

Getting Started: <https://vimeo.com/642109077>

Recording Activities and Achievements: <https://scoir.helpdocs.io/article/cm1v7w6fgd-changing-email-addresses-or-adding-backup-email>

Careers: [For Students: Discover Careers - User Guide and Support Documentation | Scoir \(helpdocs.io\)](#) and [For Students: Managing Careers in Your Profile - User Guide and Support Documentation | Scoir \(helpdocs.io\)](#)

Create and export a resume: <https://scoir.helpdocs.io/article/thrcjtnpj9-create-a-resume>

Discover Colleges: <https://scoir.helpdocs.io/article/51dwlyovnk-for-students-discover-colleges>

Set your college preferences: <https://scoir.helpdocs.io/article/egfwh2kqgz-setting-your-college-preferences>

Viewing Scattergrams: <https://scoir.helpdocs.io/article/vs55bpd5mw-viewing-scattergrams>

Following a college: <https://scoir.helpdocs.io/article/w8ezgqbmu5-for-students-what-following-a-college>

Using the My Colleges page: <https://scoir.helpdocs.io/article/eo07vpqsvt-my-colleges>

Document Storage: <https://scoir.helpdocs.io/article/ny4gbuvb1t-managing-your-document-storage>

Requesting Teacher Recommendations (also follow NRCA process outlined in Requesting Teacher Recommendation Letters): <https://scoir.helpdocs.io/article/8a5m6p2fd4-requesting-teacher-recommendations>

Requesting a transcript: <https://scoir.helpdocs.io/article/u4t9hbb2av-for-students-requesting-a-transcript>

Ensuring Document Delivery: <https://scoir.helpdocs.io/article/13xf3fen2b-checklist-for-ensuring-document-delivery>

Signing the Early Decision Contract: <https://scoir.helpdocs.io/article/meuoe6l9yb-digitally-signing-your-early-decision-contract>

SCOIR Guide to the Common Application: <https://scoir.helpdocs.io/article/xng8iupwmy-completing-the-recommenders-section-of-the-common-application>

Using the Mobile Application: <https://scoir.helpdocs.io/category/m1fvmpv6ik-for-students-the-scoir-mobile-application>

Applying with SCOIR (you can apply to some colleges directly through SCOIR!): <https://scoir.helpdocs.io/category/sggp6m89jz-applying-with-scoir>

Registering for Visits (such as a college rep visit): <https://scoir.helpdocs.io/article/25t0q2lm0x-registering-for-a-visit>

Updating Outcomes (end of senior year): <https://scoir.helpdocs.io/article/0m91nps3qb-updating-outcomes>