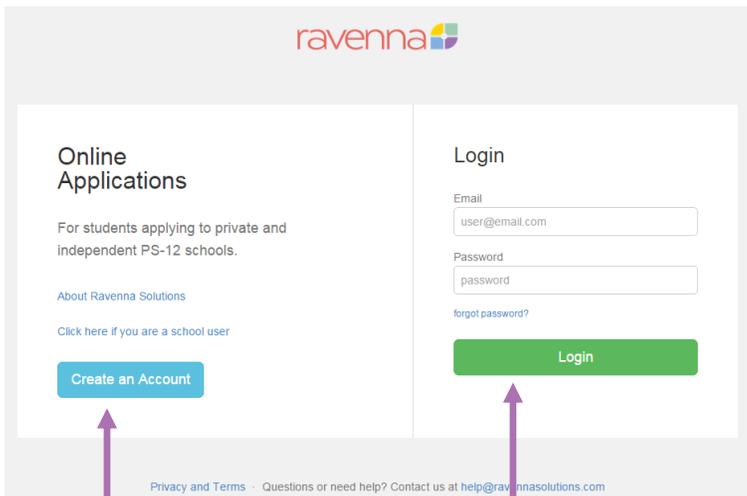# Getting started with Ravenna

Ravenna HUB is designed for families applying to preschool through 12th grade private and independent schools in cities across the country. Your family will be free from sorting through stacks of application papers for various schools. Instead, you can manage the entire application process for your student(s), for as many Ravenna schools as you choose, from one central location. Submit application materials, register for events, track your application status, and view decisions all from Ravenna. Use this document to learn about creating an account and navigating through the system.

Create a Ravenna account

Ravenna schools in your region will ask you to create an account on www.ravenna-hub.com through a link on their website. You will only need to create one account in Ravenna HUB. Your account will allow you to manage all school applications for any number of students from this one site.

ravenna

Online Applications

For students applying to private and independent PS-12 schools.

About Ravenna Solutions

Click here if you are a school user

Create an Account

Login

Email
user@email.com

Password
password

forgot password?

Login

Privacy and Terms · Questions or need help? Contact us at help@ravennasolutions.com

Create your account.

Login here, once account has been created.

Remember to use your primary email address when creating an account, and store your password information in a secure location. The email address you use when registering should be accessible to you throughout the year. We strongly recommend using a personal or family email address rather than a work account. Ravenna employees are never able to access your password.

Once you create an account, you will receive a verification email. Click the link in the email, and you will be ready to start exploring and applying to Ravenna schools!

Setting up student and family information

When you first log in to Ravenna, you will need to set up your student and family information. **If you have more than one student applying this year, please choose one student's information to enter first.** You will be able to add the other student(s) in a later step.

Once you have entered your student's basic information (this includes name, date of birth, language spoken at home, and optional race/ethnicity details), you will select the school(s) your student has attended. You have the opportunity to indicate whether you would like your student's current school to know whether you are applying to other programs. Selecting this option is your family's choice. You can choose to not let your current school know that you are applying now, however when you need your current school to upload transcripts/records, you will need to come back in and change your selection.

Note: homeschooled, international and/or students too young to have an educational history can put "n/a" to indicate their school name is not available.

School Directory

The School Directory lists all the schools using Ravenna in your area. (If you are moving to a new region, you can select another city and use Ravenna to apply to schools there.) Click on a school name to access information including the school mission or educational approach, upcoming events, useful contacts, and to explore or start applying to the school. Click on the school name again to close the box of information.

What's the difference between explore and apply? Great question! "Explore" indicates you are interested in the school but not yet ready to apply. When you "explore" a school, that school receives your family's contact information and might include you on a mailing list for a viewbook or email communication; this varies by school. Clicking "Apply" to a school is the first step of beginning the process; think of it as receiving a mailed paper application packet. You can view a detailed outline of the application steps and requirements, and begin submitting application materials. As you enter information into forms, keep in mind that the "Close Form" button will automatically save your work.

Dashboard

Think of the Dashboard as a landing page; it provides your family with a general overview of your applications and upcoming events. When you login, the Dashboard is the first thing you see.

At the top of the page, you will see the Dashboard header. If you have students applying over multiple years, you can access past applications by changing the year in the "Applying for the fall of" dropdown menu. You can also click "Take tour" at any time to explore the features of Ravenna or to get a refresher.

Change your admission season, take a tour, get help or logout here in the header.

Return to your Dashboard or view your events at any time.

Under your student's name, view applications, decisions, and the student profile.

View your applications and upcoming events.

Events

The events page shows all the events for which your student or your family has registered. You can unregister for events here as well, simply by clicking on the event name. Keep in mind that, for some schools, you may submit certain pieces of the application (such as a preliminary application, or application fee) before you are able to register for an event like a tour or interview. Some events are designed just for students while others are intended for parents/guardians or your entire family. These requirements vary by school and are explained in the application steps or in the event description itself.

Applications

You can find your student's name in the left navigation menu. Click "Applications" to view the schools you have explored or applied to already. Notice the two tabs in the center of the page: Applying and Exploring & Inquiring. You can see the number of schools you have selected for each status within each tab. The Applying tab gives you information about each school's application process and is where you will submit application materials. The Exploring & Inquiry tab may provide you with an overview of the process, but you are not able to submit materials here. Be sure to click "Apply" to a school if and when you are ready to move forward. (Remember: if you want to add another school, click the "Add School"

button at the top of this page. This will take you to the School Directory where you can find the school name and choose to explore or apply).
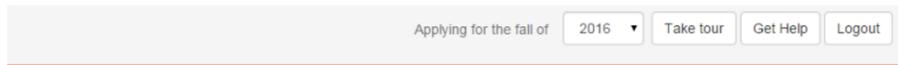
Click here to return to the School Directory to add schools.

Toggle between schools you are applying to or exploring.

Decisions

Some schools choose to release decisions through Ravenna. Notification dates vary by school and by grade. During certain times of the year, you may have multiple decision notifications appear over the course of a few weeks. When a decision has been posted online, a small red icon will appear in the left navigation menu to indicate you have a new decision to view.

Student Profile

You can update your student's profile information at any time throughout the season. You may want to do this if you move, get a new phone number or add a sibling to your family.

Add Student

Should you have more than one student applying through Ravenna this year, click the "Add Student" button near the bottom of the left navigation menu to enter basic profile information and educational history, just as you did when first creating a Ravenna account. We understand that every family is unique, so you will be able to update parents/guardians, households, addresses and siblings for any new student you add.

Settings

Access the settings page near bottom of the left navigation menu if you need to change your password, change your region, or withdraw a student from applying to any school this year. You can also access applications from past admission seasons on this page.

Questions?

The Ravenna team is always available to assist you as you explore and apply to schools. Please email help@ravennasolutions.com and we are happy to help. We are committed to protecting your student and family's personal data. Because of this, we ask you to reach out via email using the primary email address associated with your account. This will allow us to validate that we are working with the individual who set up the account. We can easily follow up with a phone call once we receive this email. If you do contact the support team via telephone, you will be asked for a PIN that can be found at the bottom of the settings page.