

Family Connection (Naviance)

To Login

- Find the link on your high school's webpage (most likely under counseling)
- In the username/e-mail field enter your student number
- Your password is your 8-digit date of birth (mmddyyyy) with no spaces.
ex: January 22, 1995 = 01221995

Add/update e-mail Address

- Click Manage my account at the top, right of the page
- Click manage my profile
- Check e-mail address
- To add or update click on the pencil
- Enter e-mail address and select update

Career Cluster Finder

- Click the careers tab at the top of the page
- Click cluster finder in the middle of the page
- Click let's begin at the bottom of the page
-

Career Interest Profiler

- Click the careers tab at the top of the page
- Click career interest profiler in the middle of the page
- Click Start Profiler

Creating a Resume

- Click the about me tab at the top of the page
- Click resume in the middle of the page
- Add a new entry for each category that you want

Looking for Scholarships

- Click the Colleges tab at the top of the page
- Click scholarship list in the scholarships and money section
- Click and apply to any scholarships that you are eligible for

Searching For Colleges

- Click the Colleges tab at the top of the page
- Click SuperMatch™ college search in the college research section
- Use the filters on the left side of the page to filter colleges that you may be interested in

Signing Up for a College Visit

- Click the Colleges tab at the top of the page
- You will see a list of upcoming College Visits. Click View all upcoming visits to see all scheduled visits.
- Click Sign Up next to the name of the College Visit you would like to attend.
- You will get a confirmation screen indicating you are signed up. Print this screen to serve as your pass to be dismissed from class.

Adding Colleges to your Interest List

- Click the Colleges tab at the top of the page
- Click colleges I'm thinking about
- Click add colleges to this list
- Click your interest level in the left hand drop down menu (low, medium, high, first choice)
- Click on the blue lookup link and select your college
- Add as many as you are interested in and click Add Colleges at the bottom.

Moving Colleges from your Interest List to your Application List *(for seniors only)*

- Click the Colleges tab at the top of the page
- Click colleges I'm thinking about
- Click the box next to all of the colleges that you are applying to
- Click Move to Application List

Accessing your Application List *(for seniors only)*

- Click the Colleges tab at the top of the page
- Click colleges I'm applying to
- Once you have applied to the college, change your application status to submitted
- Once you receive a decision from a college, change your results status

Complete the Letter of Recommendation Survey *(for seniors only)*

- Click the About me tab at the top of the page
- Click on letter of recommendation questionnaire on the left side of the page
- Answer as many questions and be as specific as possible
- Click update at the bottom of the form. You can come back and update responses at a later time.

Requesting a Teacher Recommendation *(for seniors only)*

- Click the Colleges tab at the top of the page
- Click letters of recommendation
- Click Add request
- Select a teacher from the dropdown menu and select the college(s) you want the teacher to submit a recommendation for
- Enter note and click save

Requesting a Transcript *(for senior only)*

- Click the Colleges tab at the top of the page
- Click transcripts on the left side of the page
- Click "request transcripts for my college applications"
- For college requests, select the type of application (Regular, Early Action, etc.) from the dropdown menu
- Click lookup and search for the name of the college that you have applied to
- Click Request Transcripts
- Bring payment (if required) to Ms. Square in the counseling office. The first three transcripts are no charge. All transcripts after the first three are \$5.00. Midyear and final transcripts are no charge; they are included with the initial request.
- Scholarship and NCAA transcript requests are free of charge.
- **ALLOW AT LEAST TWO WEEKS TO PROCESS A TRANSCRIPT REQUEST!!**