

# Partnering with your Student for Success using Family Connection

## What is Family Connection?

Your student's school partners with Naviance to provide a variety of tools for student success after high school through academic, career and college planning. These tools are located in Family Connection, a website for students and families to access online resources, communicate with school staff and work with your student on college and career readiness activities.

## What can your student do in Family Connection?

Students can research colleges, scholarships, careers, enrichment programs and courses in one location. They can also create individual plans that can be linked to college and career readiness and communicate easily with teachers and counselors. **Learn more about what you can do in Family Connection below!**

- View updates and links from the school
- Read and send e-mail messages to school staff

### Home page



- View student's course records
- Comment on student's course plans
- Approve student's course plan

### Courses tab



- Research colleges, enrichment programs and scholarships
- Add colleges to the **Colleges I'm Thinking About** list for your student
- Monitor your student's progress during the college application process

### Colleges tab



- Review the results of student's personality and interests assessments
- Research careers
- View student's favorite career list

### Careers tab



- Review student surveys and take parent surveys
- Review student's resume
- View student's test scores
- View documents posted by the school
- Review journal entries posted by your student or the school

### About Me tab



- Review and comment on student's academic and personal goals
- Review and comment on student's task lists

### My Planner tab



**Note:** The above features may or may not be available to you depending on how your student's school set up Family Connection.

### Overview

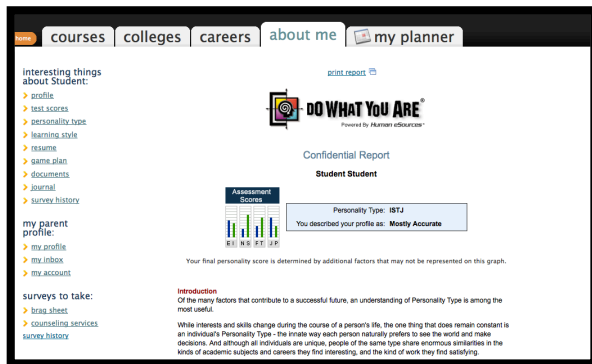
Using Family Connection, you can help your student prepare for success after high school. Use this quick guide to get started with the tools described below.

### Career Planning

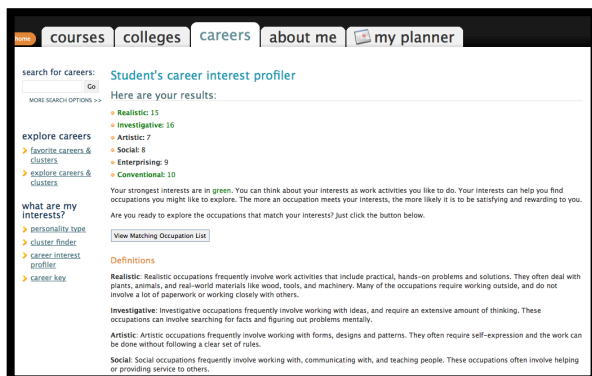
To access the Career Planning tools in Family Connection, log in and click the **Career** tab.

To view the results of your student's assessments:

1. Log into Family Connection.
2. Click the **Careers** tab.
3. The assessments that are available for your student are listed in the **What are my interests?** section.
4. Click any of the assessment links (personality type, cluster finder, career interest profiler or career key) to view assessment results.



*The **Do What You Are™** assessment shows your student's personality type and provides detailed information on the strengths and preferred learning style of an individual with that personality type.*



*The **Career Interest Profiler** lists your student's interests as they relate to work activities.*

### College Planning

To access the College Planning tools in Family Connection, log in and click the **Colleges** tab.

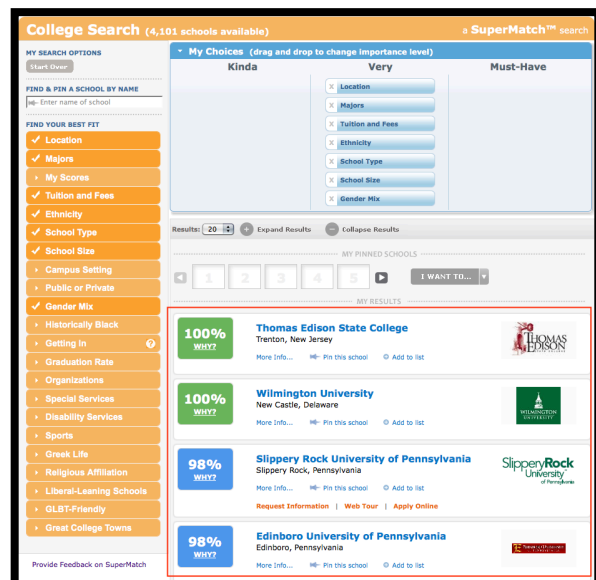
To search for colleges:

1. Click the **Colleges** tab in Family Connection.
2. Click **SuperMatch™ College Search** in the **College Research** section.
3. Watch the video in the **How Do I Get Started** section for detailed instructions.



To view results:

1. As you make your selections, the results will appear in right column.
2. Click the college name to expand more information.



### Overview

Using Family Connection, you can help your student prepare for success after high school. Use this quick guide to get started with the tools described below.

### Course Planning

To access the Course Planning tools in Family Connection, log in and click the **Courses** tab.

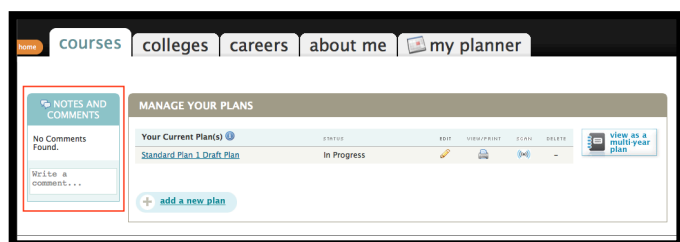
To **view** your student's course plan:

1. Log into Family Connection.
2. Click the **Courses** tab.
3. Click the **View My Current Multi-year Plan** link.
4. If your student has not created a course plan, you will see a message letting you know.
5. If your student has created a course plan, you can view the courses he or she plans to take.
6. You can print your student's course plan by clicking the **Print This Page** link.



To **comment** on your student's course plan:

1. Log into Family Connection.
2. Click the **Courses** tab.
3. Click the **Manage my Course Plans** link.
4. Enter your comment in the **Write a Comment** box on the left side.



To **approve** a course plan:

1. Log into Family Connection.
2. Click the **Courses** tab.
3. Click the **Manage my Course Plans** link.
4. Click the **Your Approval Is Needed** button.
5. The plan appears. Click either **I Approve This Plan** or **I Don't Approve This Plan**. The plan status will be updated based on your selection.

### Success Planning (My Planner)

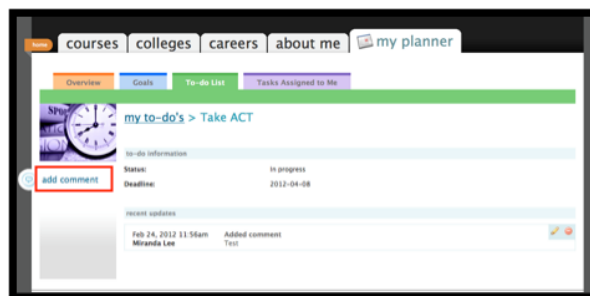
To access the planning tools in Family Connection, log in and click the **My Planner** tab.

To **view** your student's tasks and to-dos:

1. Click the **My Planner** tab in Family Connection.
2. Click **To-do List** tab.
3. A list of to-dos created by your student appears.
4. Click the **Tasks Assigned to Me** tab.
5. A list of tasks assigned to your student by a school staff member appears.

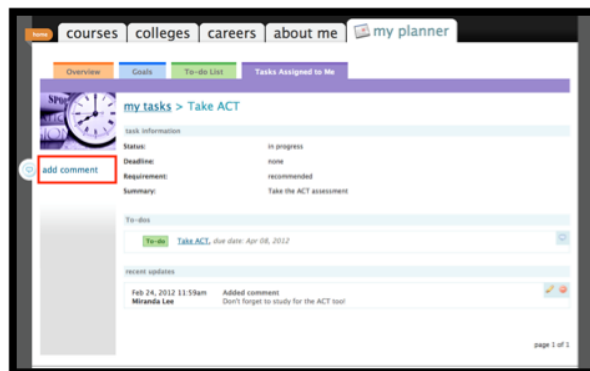
To **comment** on a to-do:

1. Click the **My Planner** tab in Family Connection.
2. Click the **To-do List** tab.
3. Click the to-do (a link next to the green To-do box).
4. Click **Add Comment** in the left column.
5. Enter your comment in the box.
6. Click the **Add Comment** button.
7. Your comment will appear in the **Recent Updates** section under the to-do information.



To **comment** on a task:

1. Click the **My Planner** tab in Family Connection.
2. Click the **Tasks Assigned to Me** tab.
3. Click a task from the list.
4. Click **Add Comment** in the left column.
5. Enter your comment in the box.
6. Click the **Add Comment** box.
7. Your comment will appear in the **Recent Updates** section under the task information.



### Overview

You can access Family Connection to help your student plan for success after high school. With Family Connection you can help your student discover personal interests and research careers, colleges, and scholarships.

### Getting Started

To access Family Connection, you must have the following:

- A computer that is connected to the Internet
- Your personal or work e-mail address
- A registration code provided by your student's school

### Registering for Family Connection

Follow the steps below to register for Family Connection:

1. Click the **I Need to Register** link.
2. Enter the registration code provided by your student's school.
3. Click the **Register** button.
4. Enter your e-mail address and create a password.
5. Accept the terms of service.
6. Click the **Complete Registration** button.

**Note:** Passwords must be at least six characters and cannot contain blank spaces.

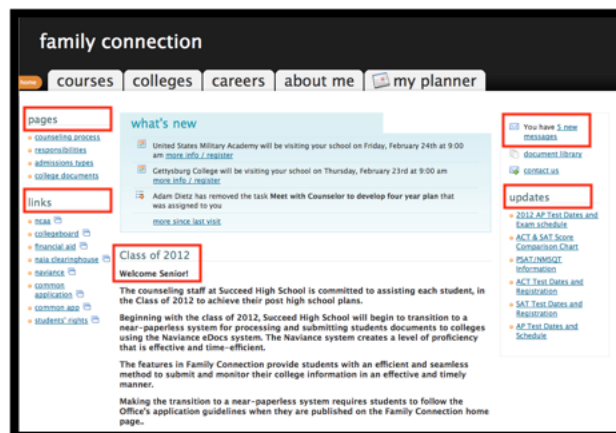
### Logging into Family Connection

Follow the steps below to log into Family Connection:

1. Enter your username in the **E-mail** field.
2. Enter your password in the **Password** field.
3. Check the box next to **Remember Me** if you want to bypass entering this information on return visits. (Not recommended for shared or public computers.)
4. Click the **Log In** button.

### Communicating with School Staff

There are several ways you and your student's school can communicate from the **Home** page of Family Connection.



### Review the welcome message, pages, links and updates:

1. The welcome message is located on the **Home** page.
2. The school posts pages, links and updates on the **Home** page.

### Send an e-mail message:

1. Click **Contact Us** on the right column of the **Home** page.
2. Your e-mail address and your school contact (student's counselor) are pre-populated.
3. Enter a subject for your message.
4. Enter your message.
5. Click the **Send Message** button.

### Read and reply to e-mail messages:

1. Click the **New Messages** link on the right column of the **Home** page.
2. Your inbox appears.
3. Click a message subject to open the e-mail.
4. To reply, click the **Reply to Message** link.

### Complete surveys:

1. Click the **About Me** tab.
2. Parent surveys are listed in the **Surveys to Take** section. (Left side column)
3. Click a survey name to open the survey.
4. Complete the survey by completing the fields. Required fields have a red asterisk (\*).
5. Click **Update** when you finish the survey.

**Note:** Surveys are only available if your student's school creates a survey for parents to take.