

## NAVIANCE-FAMILY CONNECTION

### How to Register and get around in Family Connection-"College" Tab

Your guidance department is now providing you with a state-of-the-art on-line college planning and data base system called Family Connections. You will use Family Connection to:

- Research colleges that will match your unique set of traits and preferences
- See how your GPA and SAT/ACT scores compare to previous Cheltenham students who have applied to the colleges in which you are interested
- Explore Scholarship opportunities

### STEPS FOR REGISTERING WITH NAVIANCE-FAMILY CONNECTIONS:

The following are the steps to use in setting up your Naviance- Family Connections account:

- NOTE: You will need an email address to use as your user id. You can use free accounts such as Google, Yahoo etc. Please check with your parents for their input on the best account to use- they may have one they want you to use.
1. Registration codes are included in this letter.
  2. Go to [www.cheltenham.org](http://www.cheltenham.org) ; click on Cheltenham HS; click on Guidance; click on Naviance; follow prompts
  3. Find the "Are you new here" box on the right and click on the "I need to register" link.
  4. On the new page, enter your registration number and click the "register" button.
  5. When prompted, enter your user id- which is your email address.
  6. Create a password (Note: WRITE DOWN YOUR USER ID AND PASSWORD)
  7. Read the privacy statement and check the "I accept" box, when ready.
  8. Click on "submit"
  9. You should now be on the Cheltenham Family Connection Welcome Page

### GETTING AROUND IN FAMILY CONNECTION

Check out the 2 tabs near the top of the Family Connections welcome page. These are the tabs you have to choose from in Family Connections. These tabs include: "Colleges" and "About Me". Certainly you are free to explore the "About Me" tab when you have spare time. For now, we will focus on the "colleges" tab since we are focusing on college planning.

### HOW TO PROCEED IF YOU ALREADY HAVE SOME COLLEGES IN MIND:

1. Click on the "Colleges" tab
2. Click on the "Colleges I'm thinking about" link just below the "My Colleges" heading
3. Click on the "add colleges to this list" link.
4. On the college look-up page, click on the "lookup" link located in the last column on the right. Click on that link. **YOU MUST CLICK ON THIS LINK TO ACCESS THE COLLEGE LIST.**
5. Click the "Add Colleges" button at the bottom of the page once you have created your list. This must be done or the college won't be added to the list. Your counselor will also be able to view this list.
6. You will then be taken back to the "Colleges I am thinking about" page.
7. Click on the names of the colleges you have in your list to view more detailed information about the colleges. Click on the link under **GRAPH** to see how you compare to previous CHS students. Click on the "Colleges I am thinking about" link on the left side of your page to bring you back to the list, when finished.
8. Click on the "Colleges" tab when finished to get back to the "Colleges" main page.

## WHAT TO DO IF YOU HAVE NO CLUE ABOUT WHAT COLLEGES YOU WANT TO CONSIDER GOING TO

1. Scroll down to “College Research” heading. Click on “SuperMatch- College Search”. Note- It takes a few seconds to come up.
2. Click on “Location” under the “Find Your Best Fit” heading. Also click on the level of importance this section is to your college decision-making.
  - a. You can “search by region” and “search by state” by scrolling down. Just click the “add” button to choose as many regions or states as you want.
    - i. Note- On the right you will see the match level by percentage and the name of the college. You will likely see 100% match. This is because you have only clicked on one criteria- “Location”. The more criteria you go through, the more the likelihood the percentages will drop for many colleges... This is a good thing as this feature helps narrow down your college search
    - ii. Another note- You will need to use the scroll bar on the right of the page to get to the other criteria for you to go through.
3. Once you have finished the “Location” section, scroll down and work through the other sections to narrow down your college search. *The more sections you go through the better your matches will likely be.* (You may have to scroll up a little to work on the information for this criteria.)
4. Notice the “pin this school” link under each college’s name. You will save the college in a box at the top of this page when you click this link.

-This feature will help you compare schools when you click on the “I want to...” frame at the top of this section.
5. You might want to add one or more of these schools to the “Colleges I am Thinking About List”. However, this step must be done manually.
6. Click on the “Colleges” tab when you are finished with this section.

## TO ACCESS COLLEGE RESEARCH (HELPS YOU FIND COLLEGES THAT MATCH YOUR PROFILE!)

1. Click on “Colleges”
2. Scroll down to “College Research”
  - **College Match**- shows CHS students who applied to this college also applied to....
  - **College Compare**- select a college and see how your profile compares to the college’s profile
  - **College Lookup**- select a college to gather information about it
  - **College Search**- another way to access the search described above
  - **College Resources**- links to a variety of sites
  - **College Maps**- a variety of maps, specific to CHS students and general
  - **Scattergrams**- select a college and see a scattergram of previous CHS students and their acceptance history
  - **Acceptance History**- select a college and see a large amount of information about the college, both specific to previous CHS students and general information

## TO ACCESS SCHOLARSHIPS

**NOTE:** You may only access “National Scholarship Search at this time. Please come to Guidance for a more complete listing of Scholarships.

1. Click on Colleges
2. Scroll down to the “Scholarships and Money” page.
3. Click on “National Scholarship Search”