

NAVIANCE-FAMILY CONNECTION- HOW TO GUIDE FOR PARENTS AND STUDENTS ELBA JRSR HIGH SCHOOL

In this tutorial you will review the following

1. Register for Naviance/ Family Connections (FC)
2. Use the information under the “COLLEGE” tab to:
 - a. Update Colleges you are interested in
 - b. Research college information
 - c. List colleges you are applying to.
3. Review Common App. waiver

I. STEPS FOR REGISTERING WITH NAVIANCE-FAMILY CONNECTIONS:

(THIS IS REVIEW IF YOU ALREADY HAVE YOUR LOGIN INFORMATION)

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



- NOTE: You will need an email address for your user id. You can use free accounts such as Google, yahoo etc.

1. Obtain your registration code included in this letter. If you did not get it there, please contact our school counselors.
2. Go to the Family Connection website:

<http://connection.naviance.com/ejshs>

Welcome to Family Connection

Nice to see you again! Please log in.

e-mail
surbach@mail.com

password

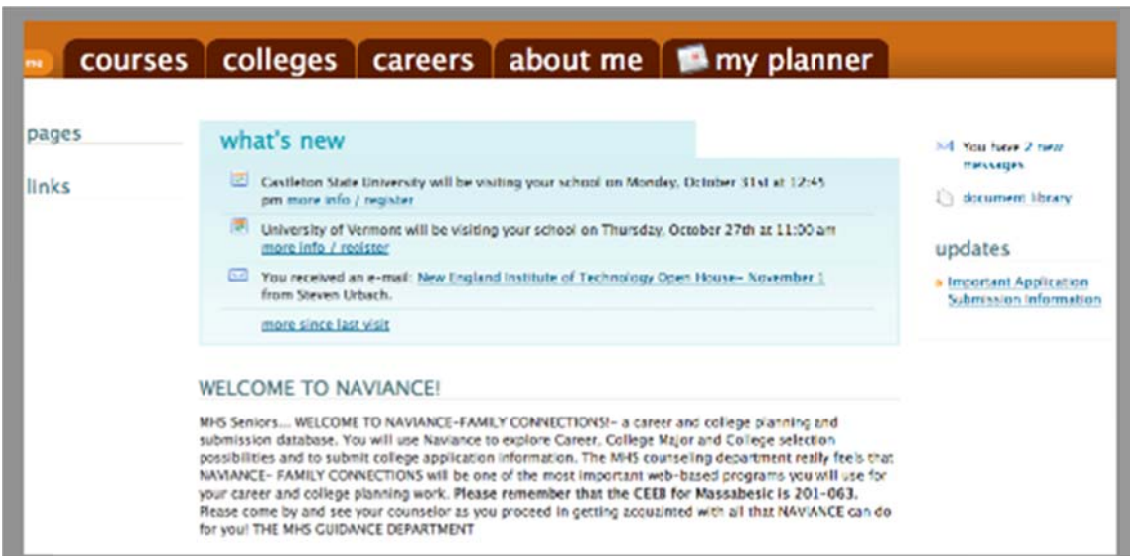
remember me

Log In

are you new here?
[I need to register >](#)

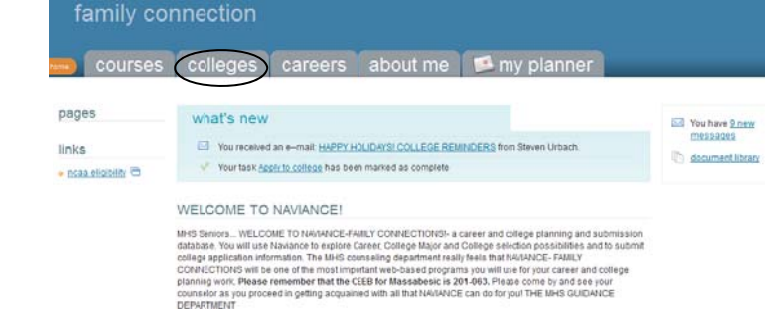
3. Find the “Are you new here” frame on the right and click on the “I need to register” link.
4. On the new page, enter your registration number and click the “register” button.
5. When prompted, in the box below, enter your user id- **which is the email address you want Guidance to send emails to.**
6. Create a password (Note: WRITE DOWN YOUR USER ID AND PASSCODE)
7. Read the privacy statement and check the “I accept” box, when ready.
8. Click on “submit” .

User id.: _____
Password: _____

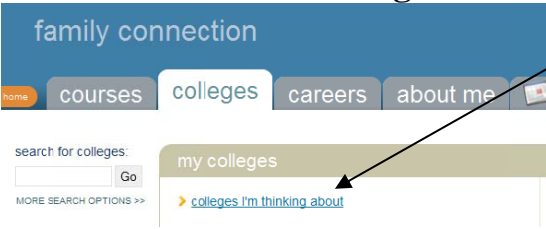


**GETTING AROUND IN THE “ FAMILY CONNECTION (FC) COLLEGE TAB
 ADDING COLLEGES YOU ARE THINKING ABOUT

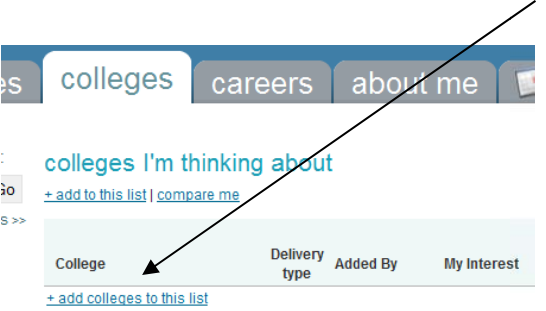
1. Click on the “Colleges” tab



2. Click on the “Colleges I’m thinking about” link just below the “My Colleges” heading



• To start- click on the “Add Colleges to this list” link as shown in the picture below



1. 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.**

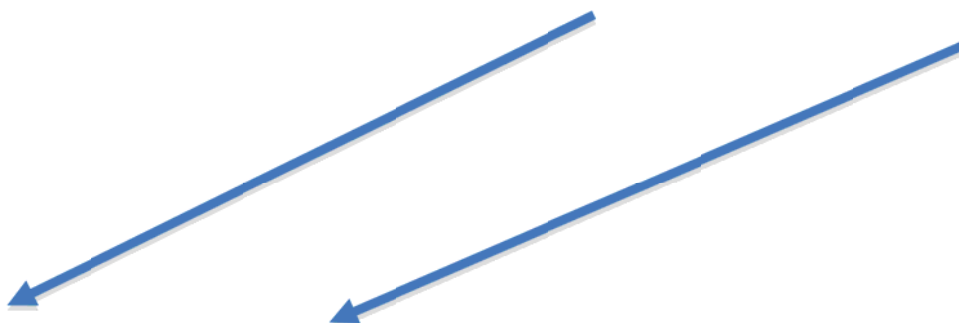
Add Colleges

3. You should now see the “College Picker” page.

- a. Type the name of the college from your list in the top text box called, “Search by Name” just under the “Search Options” heading.
 - i. Note: **You will go to the U.S. colleges as a default.**
4. Click the “Add Colleges” button at the bottom of the page once you have created your list. **This must be done or the college(s) won’t be added to the list.**
 5. You will then be taken back to the “Colleges I am thinking about” page.
 - a. **NOTE: To remove colleges from the list-click on the “Remove from List” box just below and to the right of your list of colleges**
 6. Click on the names of the colleges you have in your list to view more detailed information about the colleges. Notice that most colleges have a “video campus tour”.

-RESEARCHING COLLEGE INFORMATION-

1. 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.
2. Go to the “College” Column and click on the 1st college on your list- highlighted in blue.



colleges I'm thinking about

+ add to this list | compare me

College	Delivery type	Added By	My Interest	Application Deadlines†				Actions		
				Early Decision	Early Action	Priority	Regular Decision	CONTACT	GRAPH	MM
<input type="checkbox"/> CSU Long Beach		student	Medium	-	-	-	11/30			
<input type="checkbox"/> Queens Univ of Charlotte		student	N/A	-	-	12/1	-			
<input type="checkbox"/> U of Southern ME		student	N/A	-	-	2/15	2/1			

Update Interest Move to Application List Remove from List

†College information is provided by the colleges themselves. Costs, dates, policies, and programs are subject to change, so please confirm important facts with college admission personnel.

- You should now be on the **General Information** page for that college. You may see a frame that allows you to view a small video about the college. **TAKE SOME TIME TO VIEW THE INFORMATION ON THIS PAGE.** You may want to take some notes and write down any information that would help you in deciding whether you want to visit this school such as: School Type, Enrollment, Campus Surroundings.

California State University, Long Beach :: Long Beach, CA :: U.S.

<p>DOMESTIC ADMISSIONS Phone: +1-(562) 985-5471 Fax: +1-(562) 985-4973 Financial aid: +1-(562) 985-8403 E-mail: N/A</p>	<p>INTERNATIONAL ADMISSIONS Phone: N/A Fax: N/A Financial aid: N/A E-mail: N/A</p>
--	---

VISIT WEBSITE | REMOVE FROM LIST

GENERAL INFO **ADMISSIONS** FINANCIAL AID MAJORS AND DEGREES STUDENT LIFE

- Now click on the Admissions tab. Check out the information that is needed about you to be considered for admission to this college. **Note: Admissions requirements vary from college to college.** Write down any admissions information that you think would be important to know if you decide to apply to this school in your Sr. year.



- Pay special attention to the high school academic subjects required and recommended for admissions. Are you on track to meet the requirements of the colleges you are interested in?

High School Academic Subjects		
Course Name	Years Required	Years Recommended
Electives	1	
English	4	4
Fine Arts	1	
Foreign Language	2	
History	1	3
Math	3	4
Math Lab		
Science	2	3
Science Lab	2	
Social Studies	1	

Additional Comments

6. Now scroll back up to the “**Financial Aid**” link and click on it. This is where you get vital financial information about the cost of attending the institution you are researching. You will also get information about the types of financial aid offered and the average amounts given for entering Freshmen and for Returning Students (see below).

Financial Aid	
Grants offered:	Yes
Scholarships offered:	Yes
Loans offered:	Yes

International Financial Aid	
Grants offered:	No
Scholarships offered:	No
Loans offered:	No

Financial Aid for Freshman	
Description	Students
% Receiving Need-Based Aid:	37
% Receiving Self-Help Aid:	31
Avg. Merit-Based Amount:	1000
Avg. Need-Based Amount:	3300
Avg. Self-Help Amount:	2340

Financial Aid for Returning Students	
Description	Students
% Receiving Need-Based Aid:	30
% Receiving Self-Help Aid:	28
Avg. Need-Based Amount:	4000
Avg. Self-Help Amount:	4204

7. Next scroll up to the “**Majors and Degrees**” tab and click on it. You should now see a list of majors and the level of education you need to get a degree in this major (see picture on next page).

TYPE OF DEGREE

- a. Certificate- 1 or 2 years of college
- b. Associates- 2 years at community college
- c. Bachelors- 4 years at college
- d. Masters- Usually 5 years of college
- e. Doctorate- Usually 6 years of college or more

Major Name	Certificate	Associate	Bachelor's	Master's	Doctorate
Acting			<input checked="" type="checkbox"/>		
Aerospace, Aeronautical and Astronautical/Space Engineering			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
African-American/Black Studies			<input checked="" type="checkbox"/>		
American/United States Studies/Civilization			<input checked="" type="checkbox"/>		
Anthropology			<input checked="" type="checkbox"/>		
Applied Mathematics, General			<input checked="" type="checkbox"/>		
Art History, Criticism and Conservation			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



Note: By clicking through the name of the Major, you will get a national list of colleges that offer that degree. If you do this, be sure to click the back arrow on your browser to get back to the college page you are researching in Family Connection.

7. Now find the “**Student Life**” tab and click on it. This page discusses living and meal arrangements, housing descriptions, activities to participate in and much more!
8. Finally you will see a tab near the top left of the page titled “**Visit Website**”. Click through this page to get to the home page of the college you are researching. You will find a great deal more information about this college.
9. **Now that you’ve done the research, take the time to reflect and write down what you liked and didn’t like about this college.** When done, repeat this process for the next college and so on.



SPECIAL NOTE: Please do not let the cost of attending any specific college discourage you. Guidance will be working with you on the Financial Aid part of your decision making during 11th and 12th grade. SO KEEP ALL OPTIONS OPEN!!!!

-HOW TO GENERATE A LIST OF COLLEGES YOU ARE APPLYING TO

1. Click on the “**Add to this List**” to add any colleges you are applying to.
2. **FOR NOW IGNORE THE WAIVER HIGHLIGHTED IN BLUE FOR NOW THAT STATES:**
 - a. **“IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION”**
3. Scroll to just below the bottom of Waiver and click on the “**add colleges to this list**” link:

institution(s) to which I am a staff employed for the sole purpose of the job they have questions about the

Please enter your Common App account so that your counselor can

Common App Username:

Common App Password:

[+ add to this list](#) | [request transcripts](#)

4. Click on the “lookup” link to select a college.

colleges careers about me

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are considering applying. Click the "request" check box in the Transcript column if you are considering applying to certain colleges yet, you should add them to your list.

Type	Transcript	College
Regular Decision	<input type="checkbox"/> request	(click lookup) lookup

5. Click the **“add colleges”** button at the bottom of the page to create the list of colleges you are applying to. *YOU MUST CLICK THIS BUTTON TO SAVE AND CREATE THIS LIST.*
6. Once the college is selected do the following:
 - a. Scroll below the **“Waiver”** once again to see the name of the list on the **“Colleges I am Applying To”** page to see the new colleges you have placed on this list.
 - b. Check the **“Request Transcripts”** box if you want to inform counseling to send transcripts to this college.
 - c. Check the **“I have submitted my application”** box if you have submitted your application.

+ [add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.
<input type="checkbox"/> Bates Coll	RD	Unknown		N/A	1/1/13	no request	Pending	have you applied?

- d. (Use the illustration above to examine the column titles stated below): Here is what they mean and what they do:
 - **“College”** – states the name of the college you are applying to. Click on the college name for more info. about that college.
 - **“Type”**- gives initials of the type of decision you are applying for.
 - **“Applying”**- see the term “unknown”.
 1. Click on this term.
 2. The page that comes up will ask if you are “applying via the Common App.?”
 3. Go to the pull down menu next to this question and click on the arrow to the right of the box that says “unknown”.
 4. Choose “yes” or “no” depending on whether you are applying through the Common App. if you already know.
 5. Click on the “Update Application” button or it won’t go through
 - See the **“Submissions”** column after the college list comes back up.
 1. “CA” in a computer icon means that it is a Common App. school.
 2. A blank computer icon means that you can apply on-line directly with the college, but it is not a CA school
 3. A “stamp” icon means that all application materials must be sent by mail.
 - **“Deadline”**- This column gives the deadline for submitting apps. To this college
 - **“Transcript”**-shows whether or not you have made this request.
 - **“Office Status”** – “Pending”- means that the guidance office hasn’t submitted your transcript to the college yet.

- “**My App**”- shows whether you have submitted your app to the college yet or not.
 - “**Results**”- shows the status of the documents you have submitted to the college. I.e. accepted, not accepted, etc. You will fill this in once you know the status of your submission.
- e. Find the “**Actions**” column in the far right” (not on picture above).
- Click on “**edit**” to change the status of the information you have provided in the other colleges. Be sure to click on the “update **Application**” at the bottom to save any changes.
 - Click on the picture of the envelope icon to send an email to the admissions office for the selected college
 - Click on the “**www**” icon to go to the college website.



HOW TO SUBMIT A REQUEST FOR A COLLEGE RECOMMENDATION TO AN EHS STAFF MEMBER THROUGH FAMILY CONNECTION.

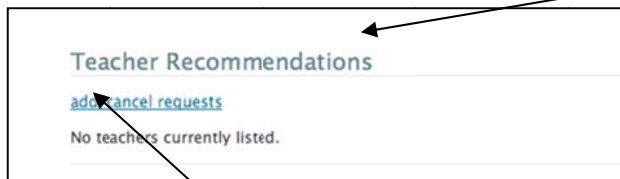
NOTE: GUIDANCE WILL NOT SUB YOUR RECOMMENDATIONS UNLESS YOU USE THE PROCEDURES OUTLINED BELOW! Please request help from your counselor if you need it!



*****FIRST THINGS FIRST- YOU MUST ask the teacher/counselor/administrator *IN PERSON* if he/she would write a letter of recommendation for you. Then go to Family Connections to submit a formal request. This is an important step because your counselor will be able to easily track the progress of the recommendations being written for you and then submit them to your colleges!**

STEPS FOR MAKING COLLEGE RECOMMENDATION REQUESTS THROUGH NAVIANCE

1. Go to the Family Connections website: <http://connection.naviance.com/ejshs>
2. Click on the “**Colleges**” tab.
3. Click on the “**Colleges I’m Applying to**” link
4. Scroll down to the bottom of this page to the “**Teacher Recommendations**” subheading



5. Click on the “**Add**” link and go to the arrow to the right of the “**(select teacher)**” to activate the pull down menu

6. Click on “Select Teacher” box and highlight the teacher you want to send the request to.

Add New Requests

Teacher	Personal note to teacher (optional)
<input data-bbox="126 436 370 472" type="text" value="(select teacher)"/>	<div data-bbox="529 373 1110 539" style="border: 1px solid #ccc; height: 79px;"></div>

7. Write a note to the teacher requesting the recommendation and when you would like it submitted by in the box below where it says “**note to teacher (optional)**”. **This is a good tool to use to let the teacher know that you really appreciate their time; for them to email you with any questions, etc**
8. Click the “**Update Requests**” button at the bottom of the page **OR YOUR REQUEST WON’T GO THROUGH!**
9. Go to the next “(select teacher)” pull down menu if you want to make another request. Follow the same procedure as for steps 1-8.