

Family Connection from Naviance is a web-based program that links Guidance Counselors with students and parents to improve college, and career planning. We are pleased to make this resource available to all of our high school students and families, in addition to and as a complement to the array of college-related one on one assistance, classroom seminars and counseling we already offer at Trinity High School.

We use the Naviance email feature as the primary communication tool between Guidance, Students and Parents regarding announcements, publications, and the like. Email, should be checked weekly by all students and parents.

Log in at the website:

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

When you visit the site for the first time, enter your personal registration code in the **New User Box** and follow the on-screen instructions to create your own account. If you do not know your registration code, contact the Guidance Office for assistance. Note that parents and students will have different registration codes. **Please utilize the student and parent guides for further information.

While we anticipate heaviest usage of this program among our juniors and seniors, many of our younger students and their parents will find this tool to be helpful in longer-term planning. The Career component in Naviance makes this program an ideal site for our 9th and 10th graders to investigate career paths using the various personality and work related surveys to assist them in these endeavors. Think of Naviance as an **Online Organizer** between school and home.

Guidance utilizes the data you record in Naviance to enhance your post-graduate plans. We encourage you to utilize the program, and to try the various college search links and career surveys to expand your knowledge and gain a better perspective on your future post graduation goals.

Naviance-Family Connection allows students to:

- **Get involved in the planning and advising process**-Build a resume, research summer enrichment programs, complete online surveys, manage timelines and deadlines for making decisions about colleges and careers.
- **Research Colleges**-Compare Grade Point Average, standardized test scores, and other statistics to actual historical data from students who have applied nationally and been admitted in the past.
- **Research Careers**-Research hundreds of careers and career clusters and take career assessments. Review results of these assessments with your Guidance Counselor. Select college major.
- **Summer Enrichment Program Database**-Guidance will post summer enrichment program opportunities and will assist all students with making application to these various programs.

- **Create plans for the future**-Create goals and to-do lists and complete tasks assigned by your Guidance Counselor to better prepare your student for future college and career goals.
- **Complete College Applications**-students will complete and submit their college applications, essay and resume online. Students will request teacher recommendations and counselor recommendations online.
- **Scholarship Database**-National and Local Scholarships will be posted.

Naviance also lets us share information with students about upcoming meetings and events such as the College Fair and/or College Representative visits to the Guidance Office. Additional information will include scheduling information, summer enrichment opportunities, local and national scholarship opportunities and other resources for academic, college and career information.

Naviance-Student Quick Guide

Overview:

All students and parents can use Family Connections to access online resources, communicate with Guidance, and use many planning tools available from Naviance.

Getting Started:

To access Family Connection, you must have the following:

- A computer that is connected to the Internet.
- Your username and password, provided by your Guidance Counselor.

Logging in to Family Connection:

1. From a computer access the internet via your preferred web browser and enter the following link: <http://connection.naviance.com/trinityhi> (Bookmark the THS weblink).
2. Enter the username provided by your school in the **Username** field.
3. Enter the password provided by your school in the **Password** field.
4. 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.)
5. Click the **Log In** button.

Forgot your password:

If you forget your password, you must contact your Guidance Counselor-username and passwords can not be changed.

Communicating with Guidance:

There are several ways that you and your Guidance Counselor can communicate using Naviance.

Review the welcome message, pages, links and updates:

1. The welcome message is created by the Guidance Office and is located on the home page.
2. Guidance will post documents, links, and updates to the home page. Check this page frequently.

Send an e-mail message to your Guidance Counselor:

1. Click **Contact Us** on the right column on the **Home Page**. Enter the subject of your message, enter your message and click the send messages.
2. All emails will be returned to your student issued **Trinity High School email address**. All emails will also appear on your Naviance Home Page.

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 the message subject to open the email.
4. To reply to the email, click the **Reply to Message** link, enter your message text and click the **Send Reply Button**.

Complete Career Surveys, College Search, Resume and My Planner

1. Click the Colleges, Careers, About Me and My Planner Tabs.
2. Resources and links are listed on each of these tabs.
3. When completing surveys, college search or resume-click **Update** when you are finished to save your most recent information.

Make application to College, request transcripts and letters of recommendation online

1. Add colleges to **Colleges I'm Applying to**.
2. Merge Common Application Account with Naviance.
3. Complete College Applications, Essays, Resume and Request letters of recommendation from teachers and/or Guidance Counselor.
4. Submit application, essay and pay college application fees.
5. View the date school materials were sent to colleges.
6. View the date colleges downloaded to complete application file.

Naviance-Family Connection Parent Quick Guide

Overview:

All students and parents can use Family Connections to access online resources, communicate with Guidance, and use many planning tools available from Naviance. 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 initial registration code, provided by the Guidance Office.
- You will create your own secure username and password.

Registering for Family Connection:

1. From a computer access the internet via your preferred web browser and enter the following link: <http://connection.naviance.com/trinityhi> (Bookmark the THS weblink).
2. Click the **I need to register link**. Enter the registration code provided by the Guidance Office.
3. Next, click the **Register button**.
4. Enter your e-mail address and create a password. Note: Passwords must be at least six characters and cannot contain blank spaces.
5. Accept the terms of service.
6. Click the **Complete Registration** button.

Logging into Family Connection

1. Enter your username in the **E-mail** field.
2. Enter your password in the **Password** field.
3. Check the box 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.

Forgot your password:

If you forget your password, you must contact the Guidance Office to reset your account.

Communicating with Guidance:

There are several ways that you and your student's Guidance Counselor can communicate using Naviance.

Review the welcome message, pages, links and updates:

1. The welcome message is created by the Guidance Office and is located on the home page.
2. Guidance will post documents, links, and updates to the home page. Check this page frequently.
3. Your student will have access to the home page, Colleges, Careers, About Me and My planner tabs and resources. As a parent you will be able to view your

students survey results, career matches, and college search and application information.

4. Students will make application to college online via Naviance and parents will be able to view all the colleges and universities your student plans to make application to, the date the student submits their application and the date the Guidance Office has sent the school transcript and recommendations.

Send an e-mail message to your student's Guidance Counselor:

1. Click **Contact Us** on the right column on the **Home Page**. Enter the subject of your message, enter your message and click the **send messages**.

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 the message subject to open the email.
4. To reply to the email, click the **Reply to Message** link, enter your message text and click the **Send Reply Button**.