

Family Connection User's Guide

As a new user to Family Connection by Naviance, this resource will help you navigate through the options and learn to use the site effectively. You will find an endless list of options and limitless possibilities for using this system, but we do not want you to feel overwhelmed. Some of the options are not completely set up yet and some of the features are already accomplished in Renweb, so we may never use *all* of the features you find on the Family Connection site.

In light of that, we hope the following guide will help you decide where to focus your efforts as you work with Family Connection. The items listed below are the features that we recommend you begin with, either because it will help the school track particular data or because it will be a useful tool for your family.

Log On to the system

- Each high school student and each parent will be assigned a personal access code for the initial log in. Please contact the guidance office to receive your initial access code.
- Go online to our Family Connection site at <http://connection.naviance.com/gcs>, or click the Family Connection link located on the GCS website: www.gracetyler.org - click "Parents" then "Guidance Counselor."
- After entering your personal access code, you will be asked to register with an email address and password. You're in!

For the school

To help the guidance office track and analyze data, and to help us keep accurate records for each student, please complete the following actions:

- From the home page, click the About Me tab first. Find the "profile" link near the bottom and check to see if all the personal information is correct. Edit this section as often as you have any changes. Note that your academic information like cumulative average and test scores can only be loaded by the school.
- Also on the About Me tab, find "game plan." This is a brief survey where each student can identify their tentative college and career plans. Feel free to change this information at any time.
- As you research colleges and take special interest in some, begin to build a list under the Colleges tab. You can keep separate lists of where you're interested and where you're applying. Seniors, please update the application status for any colleges where you've started applying.

For yourself

The items listed here are tools that we highly recommend for your family. They will help you research college and career options, learn more about yourself, and find scholarship money.

- On the Colleges tab, check out "college search" and "college lookup." The search tool is the most comprehensive college search engine available, searching thousands of colleges worldwide for a host of specific constraints that you designate. The lookup tool is a quick way to get information about a specific

college. From either of these windows, you can add colleges to your personal college lists.

- To get information about funding for college, find the “scholarships & money” box on the *Colleges* tab. Click on “scholarship list” to see a list of available scholarships in one place. As scholarship offers and information are received at school, we immediately publish that information to this list for all of you to see. Check back often to see the new listings. To search through a much larger database of scholarships, click “national scholarship search” and follow the instructions there.
- If you don’t already have a file for compiling a resume, try the “resume” link on the *About Me* tab. This is a great tool for tracking all of your activities, awards, and honors for your entire high school career. At the end of each semester or school year, you could add any new awards or activities to the list. Then, while you’re preparing a resume as a senior, all of those things will be recorded and organized for you. This will both save you time and help ensure you don’t miss something.
- One of the greatest features we chose to add to our Naviance service is called *Do What You Are*. Simply put, this is a personality profile that will help each student identify their interests and areas of strength and weakness, and then use that information to suggest possible careers or majors of study. Every student should click “personality type” on the *About Me* tab and complete the survey. It takes less than 45 minutes to complete and can be saved for future reference or re-taken in the future. **Freshmen** will be required to complete this survey as part of their English I research paper.

As you will see, there is plenty of room for all of us to grow as we use the Naviance system and Family Connection. We hope you will take some time to familiarize yourself with the website and learn what benefits you can reap from its use. If you have questions about the system or just want to talk or research together, contact Joshua Webb at 903-566-5661 ext. 126 or jwebb@gracetyler.org.

Your first-time user registration codes: