

# 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. We hope the following guide will help you decide where to focus your efforts as you work with the system and not get lost among the extensive options. 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](http://www.gracetyler.org) - click "Academics", "College Guidance", and then click on the "Family Connection" link.
- 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.

- **College Research:** 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.
- **Scholarships:** 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.

- **Resume Building:** 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.
- **Personal Assessments:** The most fun and interesting tools on your Family Connection are the various surveys you can take to learn more about yourself and explore your career options. All the assessments can be found on the “About me” tab, in the “my assessments” section. The following are all included:
  - *MI Advantage* - This will help you uncover your intelligence profile by asking you about your abilities and preferences in different areas.
  - *Do What You Are* - This will help you learn about your personality, your strengths, your blind spots, and more. You will also see suitable careers and majors.
  - *Learning Style Inventory* – This survey will help you understand your learning and working style.
  - *Strengths Explorer* – This tool will help uncover your talents and reveal your potential strengths to you and the people in your world. From there, you will begin a wonderful journey of discovery, and you'll have the tools you need to make the most of your talents.

As you will see, the Naviance system and Family Connection will be great resources for all of us as you go through high school. 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 need more information, contact Mr. Webb or Mrs. Roberts in the College Guidance Office.

If you are new to Family Connection please contact the Guidance Office for your **first-time user registration code** or send your request by email to Karen Cannon, [kcannon@gracetyler.org](mailto:kcannon@gracetyler.org) .