What is Naviance Family Connection?

Family Connection by Naviance is a secure, web-based college research tool LuHi is launching this year to assist us and our students in managing the college selection process. Naviance allows families to analyze the most up-to-date college application trends and helps LuHi's College Advisors communicate with families more effectively. We strongly encourage our students to utilize this website for college planning purposes.

Getting Started:
1. Go to **http://connection.naviance.com/lutheranhigh**. (You can also click on the Naviance link located on the homepage of our website.)
2. Enter your username & password provided for you in the initial email.

Features to focus on within your Home Page:

What's New: College representatives visit LuHi in the fall (and a few in Spring) to distribute information and address questions about their school. Check under this tab to see when college representatives will be on campus and sign up for their visits. Also, check here for the most recent email reminders about informative programs, upcoming college application deadlines, scholarship opportunities, and other information regarding the college search and application process or other guidance related topics.

Features to focus on under the "My Planner" tab:

Tasks Assigned to Me: Tasks are at the center of success planning with Naviance. These tasks will help students to realize their best learning/study habits, focus on their interests, set goals and help them plan for college and career success.

Features to focus on under the "About Me" tab:

Game Plan: Here you will answer some questions that will guide your college search. It considers your goals for after high school graduation and some of what you are looking for in a college.

Favorite Colleges: As you find colleges that are of interest to you, you can keep track of them here. You can get some basic information about these schools and see how your test scores and GPA compare to the averages of past students that have been accepted to those particular colleges. Just click on the "add to this list" tab, then "lookup" and choose the college you want to add, then click on the "Add Colleges" button. You can also delete colleges from your list as you refine your search by clicking on the "Remove from List" button.

Profile, Account, Test Scores: Here is where you can change your password or email address and review your test scores. As you take the ACT and SAT, these will be posted to your Naviance account. It often takes 4-6 weeks to receive these scores and then they must be manually entered into Naviance, so please be patient. They will not appear in Naviance as quickly as you will be able to access them online.

Resume: Here you can list and keep track of your important activities and accomplishments such as your education, work experience, volunteer service, awards, academic achievement, music/artistic achievement, athletic achievement, and much more. This will help you when you are completing college and scholarship applications (and even job applications). An additional hint: your counselor/teacher will use this information to aid in writing your recommendation letters so start creating this now.

- To create your resume:
    1. Go to the "Resume" link and add whatever "new entry" applies to you. Once you have added an entry, click "Add to Resume" and proceed.
    2. Once you have finished adding entries to your resume, click on the "Customize your Printable Resumes" tab.
    3. Click on "Create a new print format"
    4. Type in an appropriate "title" for your resume (Hint: your name works nicely here)
    5. Choose the format of your resume by selecting either "Style 1" or "Style 2"
    6. If you would like to rearrange the order of your resume entries, you may do so by clicking and dragging the four-arrow icon located in the top right corner of each entry.
    7. You will notice boxes to the left of each resume entry. You must click the box to the left of each resume entry in order for it to appear on your final resume.
    8. Once you have checked the appropriate boxes, click "Save and Close".
    9. Once you have saved your resume, the printable format of your resume will appear under the "Customize your Printable Resumes" tab under the heading, "Your Saved Print Formats".
    10. Click on the "View/Print" icon to view your resume. If you like the way it looks, print it now. If you don't, click on the "edit" icon to make changes.

Features to focus on under the "Colleges" tab:

Colleges I'm Thinking About and Colleges I'm Applying To:
As you become interested in various colleges, this section of Naviance will provide you with a wealth of information about those specific colleges, and will also allow you to see how your academic criteria compares with the academic criteria preferred by those specific colleges. To add a college to your list, click on the "add to this list" tab. Be sure to explore the various links located to the right of the college's name, especially the "Graph" feature (described below under "Scattergrams"). Once students have applied to a particular college, they can also use Naviance to track where their transcript and other supporting documents have been submitted.

College Lookup:
This research tool provides comprehensive information on thousands of colleges. In addition to general and admissions information, further data is presented on academics, cost and financial aid, student body characteristics, extracurricular and athletic programs. A link to each college's website is provided. For colleges to which LuHi students have applied (beginning in Fall of 2016), there is statistical information on numbers applying, admitted, and enrolled with a link to a "scattergram" graph.

College Search:
Enter criteria such as size, location, cost, availability of specific majors or athletic programs, and students can produce a list of colleges that meet their criteria. (The Collegeboard website www.collegeboard.com) also has a good college search tool which may give you a few additional colleges to consider.)

College Match and College Compare
College Match analyzes applications of other students from Benet to find colleges that have accepted students with a GPA and test scores similar to those of your child. Similarly, students can enter a list of schools into College Compare to view LuHi student acceptance statistics quickly and easily.

Requesting Transcripts

To request a transcript:
1. Select the **Colleges** tab in Family Connection.
2. Click the **Transcripts** link, listed in the **Resources** section of the tab.
3. Click **Request transcripts** for the type of transcript you are requesting.
4. Enter the necessary information. This will differ based on the destination of the transcript.
5. Click **Request Transcripts**.

Once requested, transcript requests are managed from Transcript Request Manager**.**

<mark>A number of colleges now use The Common Application</mark> for students to submit applications, transcripts, etc when applying to colleges. The Common App works in conjunction with Naviance. In order to send transcripts through Naviance to colleges requiring the Common App you must first match your Common App account to your Naviance Account. It takes less then 5 minutes. This tutitorial will show you how: https://vimeo.com/102639828
Remember Naviance transcripts cannot be sent to Common App colleges until you, the student, complete this important matching step.

Note: For a midyear transcript request to be made by the student, the request must be made during the student's initial request for a transcript.

Note: Final Transcripts can only be requested if the student has identified they have been accepted to the college in which they are requesting a final transcript. Additionally, an initial transcript must be sent before the final transcript can be sent.

Acceptance History

This feature shows all colleges to which LuHi students have been accepted as well as the number of students enrolling at each school.

Scattergrams:

This feature provides a graphical view of application outcomes (accepted, denied, waitlisted) at a college for recent LuHi applicants using GPA and test scores. Students can gauge their chances of acceptance by comparing personal GPA/ACT numbers with those displayed.

Communication:

Naviance provides LuHi with a powerful tool to help keep families apprised of opportunities. For example, we frequently send out individual and/or group emails to students and/or parents regarding college programs in the area, scholarships that are available, reminders of when college representatives will be visiting LuHi, and notices of upcoming events. Please let us know if you have any questions!

Please keep in mind: As LuHi launches Naviance for the first time during the 2016-2017 school year there will be a bit of a learning curve for students and faculty alike. This is new for us but also something we are very excited and passionate about. Please be patient with us if your questions aren't answered immediately as we are learning the system too. However, I can assure you that all of your questions will be answered and we are committed to making this transition to Naviance as smooth as possible.