

NAVIANCE / FAMILY CONNECTIONS

STEP – BY – STEP

Tutorial for RAHS Students/Parents

1. Access the Family Connections Website by going into:
www.connection.naviance.com/rahs
NOTE: Parents can only see the information in their student's account. They cannot add or edit their student's account. You must be in the student account to add information in college and career tabs.
2. Put in the **parent registration code** (given to you by the counseling dept at RAHS). If you do not have it, you may call Joy Stone (651-635-1662) and she will get it for you. Your student's log in is their student ID number as the Email and their month, day and year of birth as the password (i.e. Jan 15, 1992 = 011592).
3. Once in the site, take a good look at the **Home page**:
 - a. Look at the Welcome Message
 - b. Look to the right...at the updates, email messages, contact us and the document library (you will be using some of these documents).
 - c. Look to the left...check out all the additional website links (information here is invaluable to your college and career planning): (i.e. Fafsa, docufide, etc)
4. Go to the "about me" folder at the top of the home page
 - a. Under "my parent profile," go to "my profile" and put in or correct family email addresses
 - b. Under "interesting things about me," go to "game plan" – fill it out and save on the left save button.
 - c. Under "interesting things about me," go to "checklist" – you'll find several items of things that each grade level student should complete.
 - d. Now go to any and all the other areas under the "interesting things about me," section (it's a gold mine).
5. Go to the "Careers" folder at the top of the home page:
 - a. Under the "what are my interests?" go to "Personality Type." Here your student can fill out an inventory which will give them information about their learning style.
 - b. Under the "what are my interests?" go to the "Career Interest Profiler" –your student can fill out the inventory and find out what kinds of professions they might want to look into based on their answers to the profile.
 - c. Go to the "explore careers" section – your student can search for careers by different methods (by career name and by career cluster). Anytime you find something of interest in this area, you can "add it to my list" and it will keep the information for you. You can spend hours in here if you wish.

6. Go to the “Colleges” folder at the top of the home page:
 - a. Under the “college research” section, you will find many ways to look at colleges...one example would be to go into “college search,” put in the parameters of your search and hit “show matches”...you will now have a list of schools that match your search. As you can see, there are several other ways to search for colleges in that area.
 - b. Under the “scholarships & money” section, go into “scholarship list” – you will find a list of all the scholarships that are run through the RAHS Career Center. If you have questions on any of these, call Mary Tragiai (651-635-1669) or your student’s counselor for information.
 - c. Under the “my colleges” section, you can go into “colleges that I’m thinking about” – you will find colleges that you have already saved. From here you can compare yourself to this college, move it to your application list or remove it from your list.
 - d. Under the “my colleges” section, you can
 1. Go into “colleges that I’m applying to.” Here you will find the colleges that you saved.
 - a. You can remove a college from this area.
 - b. Also in this area, you will find a “Privacy Notice for the Common Application.” **You will need to fill this out if you applied using a Common Application.** Completing this allows the teachers and counselors to send reports and letters of recommendations electronically through e-Docs.
 - c. At the very bottom of this page, you’ll see “Teacher Recommendations.” Here is where your student can make a written request either to their counselor or their teachers for letters of recommendation. Be as specific as you can be with the directions and also see the counselor or teacher in person for the request prior to doing the written request.

As you can see, there is much to explore on the Family Connections Program. Please take the time with your child to dig in and find the best options for them for career and college. If you have questions about Family Connections, please refer to your student’s counselor or to Joy Stone (SSS Secretary).