

Naviance- Family Connections Training for Seniors

Visit <http://connection.naviance.com/phscentral> and log in using your ID # and password.

Add a College You're Applying To:

1. Click on the *Colleges* tab.
2. Click on *Colleges I'm Applying To*.
3. Click on *Add to This List*.
4. Choose the deadline type for that college.
 - a. Early Decision (binding); Early Action (not binding); Restricted Early Action (not binding, but restrictive); Priority (not binding); Regular Decision (not binding).
5. Search for the college name; click on Lookup.
6. Click *Add Colleges*.

Requesting a Transcript

1. Click on the *Colleges* tab.
2. If colleges are already in Naviance, click on *Colleges I'm Applying To* and click *request* beneath each college you want a transcript sent. If not, move on to step 3.
3. Click on the *Transcript* link on the left side of the page.
4. For colleges and NCAA: click on *Request Transcripts for My College Applications*.
 - a. Choose the deadline type for the college.
 - b. Search the college name in the box.
 - c. Check any boxes that apply below the college name.
 - d. Click *Request Transcripts*.
5. For scholarships and other: click on *Request Transcripts for Scholarships and Athletics*.
 - a. Enter ALL information of the organization transcript should be sent.
 - b. Click *Add Transcript Requests*.

Complete Letter of Recommendation Request Form

PLEASE ASK A TEACHER IN PERSON IF HE/SHE WILL WRITE YOU A LETTER BEFORE ADDING THE TEACHER IN FAMILY CONNECTIONS. IF SO, GIVE THE TEACHER A LETTER OF REC REQUEST FORM.

1. Click on the *About Me* tab.
2. Under *Surveys to Take* on the left side, click on *Letter of Recommendation Request Form*.
3. Complete the survey and click either *Save and Return Later* or *Save and I am Finished*.
4. NOTE: Both your counselor and teacher will have access to view this survey to write letters of recommendation.

Requesting Teacher Letters of Recommendation

1. Click on the *Colleges* tab.
2. Click on *Colleges I'm Applying To*.
3. Click on *Add/Cancel Request* (you are able to add 4 teacher requests at a time).
4. Select the teacher from the dropdown list.
5. In the note section, include which college(s) you want teacher to submit letter of recommendation to.
6. Click *Submit*. PLEASE ONLY REQUEST LETTERS OF RECOMMENDATIONS FROM TEACHERS IF THEY ARE REQUIRED AS PART OF YOUR APPLICATION.

OTHER INFORMATION:

Scholarship Search (October – May)

1. Click on the *Colleges* tab
 - a. Click on *Scholarship List* (PHS-CC local scholarships) and search.
 - b. Click on *National Scholarship Search* and search.

Signing Up For College Visits:

2. Click on the *Colleges* tab.
3. Click on *View All Upcoming College Visits*.
4. Click on *Sign Up* and then *Sign Me Up*.
5. If you cannot attend the visit after signing up, click *Remove Me From List*. College visits are in the café.

Matching Common App and Naviance Accounts (tutorial video: <https://vimeo.com/102639828>):

If you are using the common application, you **MUST** complete the following steps before counselors/teachers can assist you with anything else.

1. **Set up Common App account** (<http://www.commonapp.org/> OR click link from Naviance matching page)
 - a. **Create account** (if already created, just log in to account and proceed to step b)
 - i. Click *Get Started* under applicant log in.
 - ii. Enter email and password information.
 - iii. Complete registration information.
 - b. **Complete the first part of the Education section** (inputting high school is necessary)
 - i. Click on the *Common App* tab at the top of the page.
 - ii. Click on the *Education* tab at the left side of the page.
 - iii. Enter Plainfield Central High School under *Current School*.
 - c. **Add a college to college list**
 - i. Click on the *College Search* tab at the top of the page.
 - ii. Search a college to add to college list.
 - iii. Check the box on the left and click *Add*.
 - d. **Sign FERPA waiver**
 - i. Click on the *My Colleges* tab at the top of the page.
 - ii. Click on the *Recommenders and FERPA* section on the left side of the page.
 - iii. **READ** and sign the FERPA section (students are encouraged to **WAIVE** their right).
2. **Log in to Naviance Family Connection** link: <http://connection.naviance.com/phscentral>
 - a. Click on the *Colleges* tab.
 - b. Click on *Colleges I'm Applying To*.
 - c. Fill in the Common App Email Address box with the **exact same** email address used in setting up the Common App account.
 - d. Click on *Match*.

**Counselors are available to assist students with Family Connections during lunch periods
September 21st through October 2nd in the College and Career Center, room 1408.**