

Overview

You can use Family Connection to access online resources, communicate with your school and use the many planning tools available from Naviance.

Getting Started

To access Family Connection, you must have the following:

- A computer that is connected to the Internet
- Your username and password, provided by your school

Logging into Family Connection

Follow the steps below to log into Family Connection:

1. Enter the username provided by your school in the **Username** field.
2. Enter the password provided by your school in the **Password** field.
3. Check the box next to Remember Me if you want to bypass entering this information on return visits. (Not recommended for shared or public computers.)
4. Click the **Log In** button.

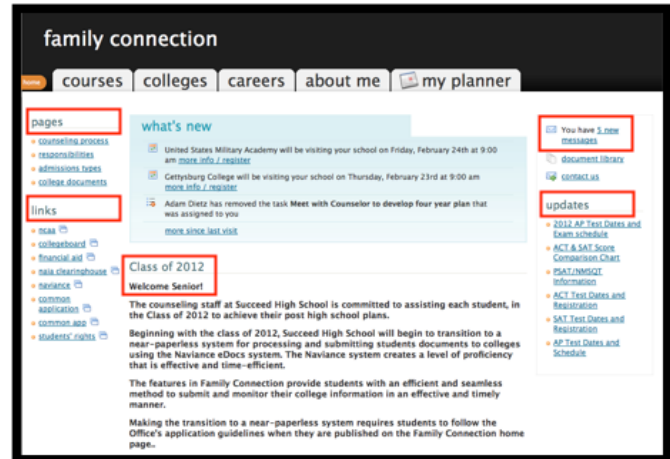
Forget your password?

If you forget your password, you must contact a school staff member to have a new password created for you.



Communicating with School Staff

There are several ways you and your school can communicate using Family Connection.



Review the welcome message, pages, links and updates:

1. The welcome message is located on the **Home** page.
2. Your school posts pages, links and updates to the **Home** page.

Send an e-mail message:

1. Click **Contact Us** on the right column on the **Home** page.
2. Your e-mail address and your school contact are pre-populated.
3. Enter a subject for your message.
4. Enter your message.
5. Click the **Send Message** button.

Read and reply to e-mail messages:

1. Click the **New Messages** link on the right column of the **Home** page.
2. Your inbox appears.
3. Click a message subject to open the e-mail.
4. To reply to the e-mail, click the **Reply to Message** link, enter your message text and click the **Send Reply** button.

Complete surveys:

1. Click the **About Me** tab.
2. Surveys are listed in the **Surveys to Take** section. (Left side column)
3. Click a survey name to open the survey.
4. Complete the survey by completing the fields. Required fields have a red asterisk (*).
5. Click **Update** when you finish the survey.