

Cole Valley Christian School

Guide to  
Naviance Family Connection



To access your family connection account  
Go to the website:  
[www.connection.naviance.com/colevalley](http://www.connection.naviance.com/colevalley)

## What is it?

- Web-based resource that supports course, career and college planning
- Specific to our school
- Linked with Counselor's Office, a service that we use in the Guidance Department

## What can it do?

**Explore Careers** – get helpful information about particular careers such as job descriptions, necessary skills, what tasks are performed and typical wages earned to name a few

**College Search** – tools to help match your preferences and compare colleges

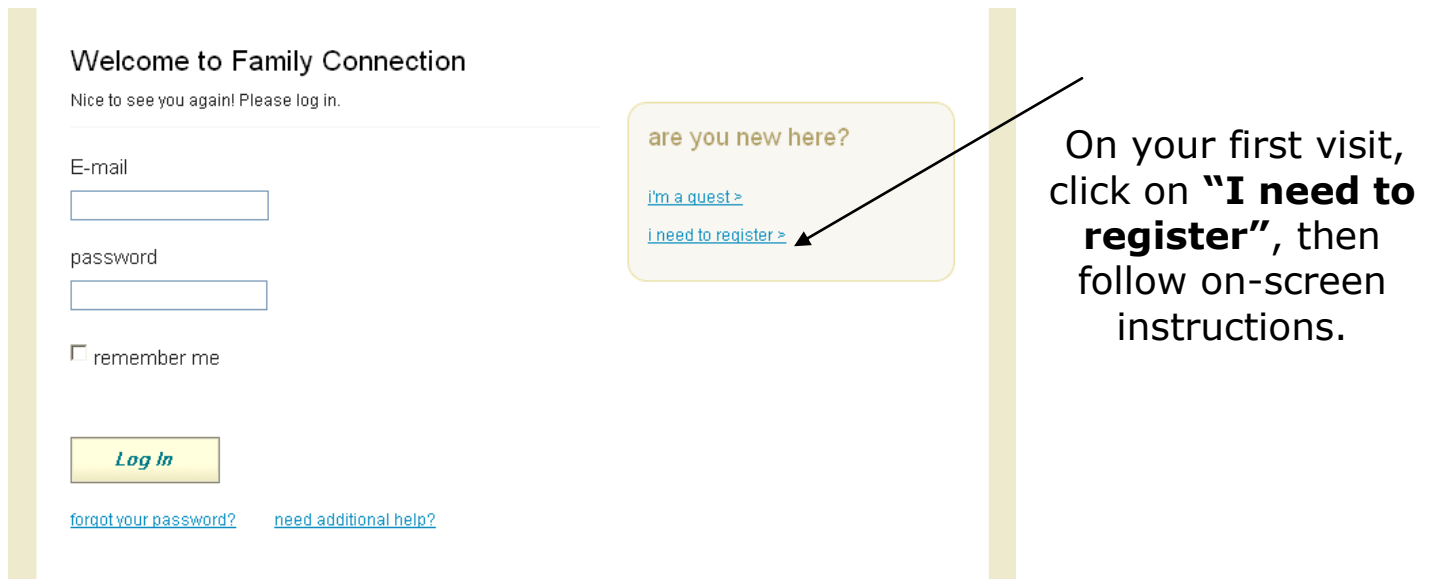
**College Lookup** – find colleges by name, state or quicklist (those colleges to which HWRHS students frequently apply) – find general and admission information, application history and scheduled visits

**Build a Resume and Create a Game Plan** – share information that only your counselor can see that will help him/her help you to develop a game plan for achieving your goals after graduation

## How do you Register?

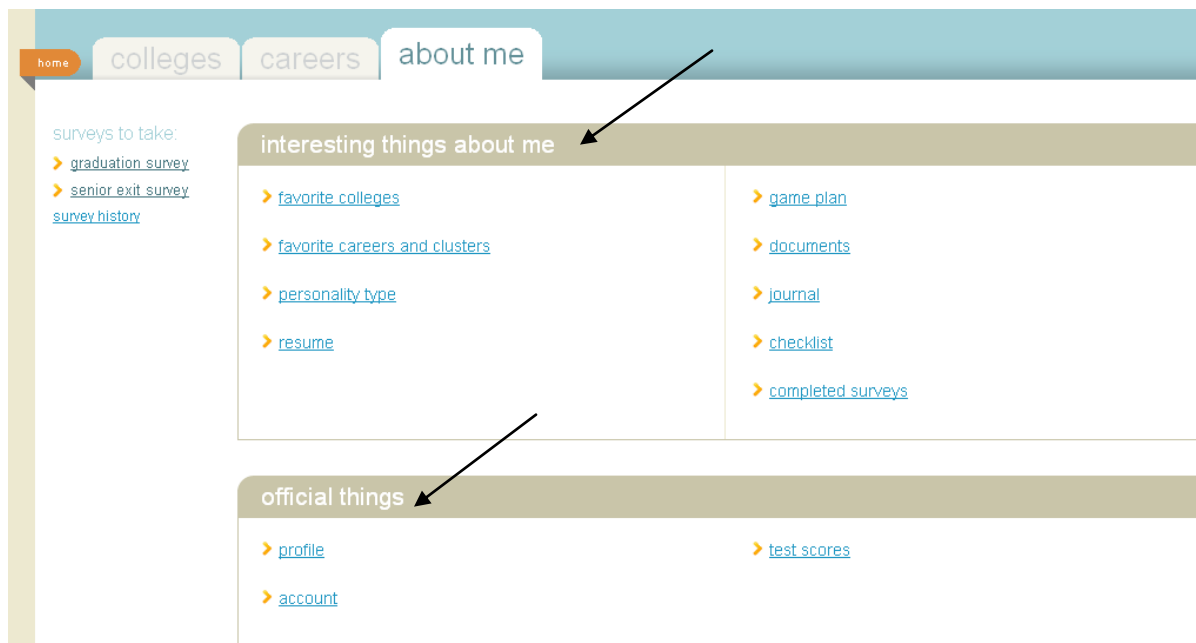
Each student receives a code (parents may also request their own accounts). Student and parent accounts have different privileges. Students **must** use their own account and have a different e-mail address than a parent.

- Use code to create a personal account
- Codes are random and alphanumeric for security reasons
- Codes can be used only once; they are for initial access only



The image shows a screenshot of the 'Welcome to Family Connection' login page. The page has a white background with a light green header. The text 'Welcome to Family Connection' is at the top, followed by 'Nice to see you again! Please log in.' Below this are input fields for 'E-mail' and 'password', a 'remember me' checkbox, and a yellow 'Log In' button. At the bottom, there are links for 'forgot your password?' and 'need additional help?'. A callout box with a yellow border and the text 'are you new here?' is positioned to the right of the login fields. It contains two links: 'i'm a quest >' and 'i need to register >'. A black arrow points from the 'i need to register >' link to the right, towards a large block of text that reads: 'On your first visit, click on "I need to register", then follow on-screen instructions.'

On the **“about me”** tab you will find two main categories: **“interesting things about me”** and **“official things”**. Under **“official things”**, you should check your **“profile”** to make sure it is accurate. When available, your GPA will be displayed here. Your **“account”** is where you can change your e-mail address and password. When you take an SAT or ACT exam, those scores will be uploaded and appear in the **“test scores”** area.



## **“Senior Information Sheet Survey”**

On the **“about me”** tab, click on **“senior information sheet survey”** in the left column under **“surveys to take”**.

Please answer all questions to the best of your ability to help your teachers write recommendations for your college applications. All information you provide will be kept confidential. Juniors could take this survey during the summer before entering their senior year. It must be completed by the end of September of your senior year in order for your teachers or counselor to write your recommendations.

## **personality type**

Under **“interesting things about me”** click on **“personality type”** to take the **“Do What You Are”** profile.

Completing **“Do What You Are”** will generate a report that will provide you with important information about your personal characteristics. You will learn about careers that are matched to you, your personal strengths and blindspots, how you negotiate in your daily life and a host of other useful information. Under **“interesting things about me”** click on **“personality type”** to take the **“Do What You Are”** profile.



Also found on the “**about me**” main tab under the “**interesting things about me**” are the following:

### resume

Under the “**interesting things about me**” section click on “**resume**” to start building a record of your accomplishments.

Using the Resume Builder, you can tell us everything about yourself. Then, rearrange your information into multiple printable versions that you can use for whatever you need!

**The Resume Builder has just 3 easy steps:**

1. **Add entries**
2. **Rearrange the contents**
3. **Save and print!**

**favorite colleges** Same as “**colleges I’m thinking about**” under the “**colleges**” tab. Clicking here will take you there. We will discuss the college tab below.

**favorite careers and clusters** Clicking this transfers you to the “**careers**” tab which we will discuss below.

**game plan** A series of questions that is designed to help your counselor work with you to develop a game plan for achieving your goals after graduation. You can update your answers to these questions at any time even after you indicate that you are finished. Your answers are not shared with anyone other than your counselor.

**documents** Your counselor can upload information here for you to view.

**journal** You can use this page to keep notes for yourself.

**checklist** A reminder list of things you will need to do.

**completed surveys** Surveys you have taken will be accessible here.



### **my planner tab section:**

Explore this section to create goals, plans, and tasks. Some of the tasks are assigned by the counselor, but you can create your own To-do list and goals

## colleges tab section:

Click on “**colleges I’m thinking about**” to enter a list. Adding a college will allow you to easily access the college’s profile information and application deadlines, give you a quick link to e-mail admissions at most colleges and quickly access the college’s website.

During your senior year, the colleges you decide to apply to should be entered on the “**colleges I’m applying to**” page.

The screenshot shows the 'family connection' website interface. At the top, there's a navigation bar with 'home', 'colleges', 'careers', and 'about me' tabs. Below the navigation, there's a search bar for colleges with a 'Go' button and a link to 'MORE SEARCH OPTIONS >>'. To the left, there's a 'resources' section with a link to '> test scores'. The main content area is divided into two sections: 'my colleges' and 'college research'. The 'my colleges' section has two columns: the left column contains links for '> colleges I'm thinking about' and '> colleges I'm applying to'; the right column has the heading 'Upcoming college visits' and the text 'No upcoming visits.'. The 'college research' section also has two columns of links: the left column includes '> college match', '> college compare', '> college lookup', '> college search', and '> college resources'; the right column includes '> college maps', '> scattergrams', '> acceptance history', and '> enrichment programs'.

“**Upcoming college visits**” Click on the link to see when a college representative from the college(s) of your choice will be visiting CVCS. College representatives schedule visits in the fall.

If you added colleges to your “**colleges I’m thinking about**” list, you will receive an automatically generated e-mail informing you when that college schedules a visit.

This screenshot is identical to the one above, showing the 'family connection' website interface with the 'colleges' tab selected. It displays the search bar, navigation tabs, and the 'my colleges' and 'college research' sections with their respective links.

In the **“college research”** section, you can use **“college match”** to see which colleges might be looking for students with your qualities, see **“Colleges Other Students Like”** which will show you what colleges are most likely to overlap with the colleges on your list (Naviance analyzes applications from thousands of high schools to determine this list).

**“college lookup”**: Allows you to find colleges by name, state or country. This will bring you to a page that gives general information about the college as well as information regarding admissions, application history and scheduled visits.

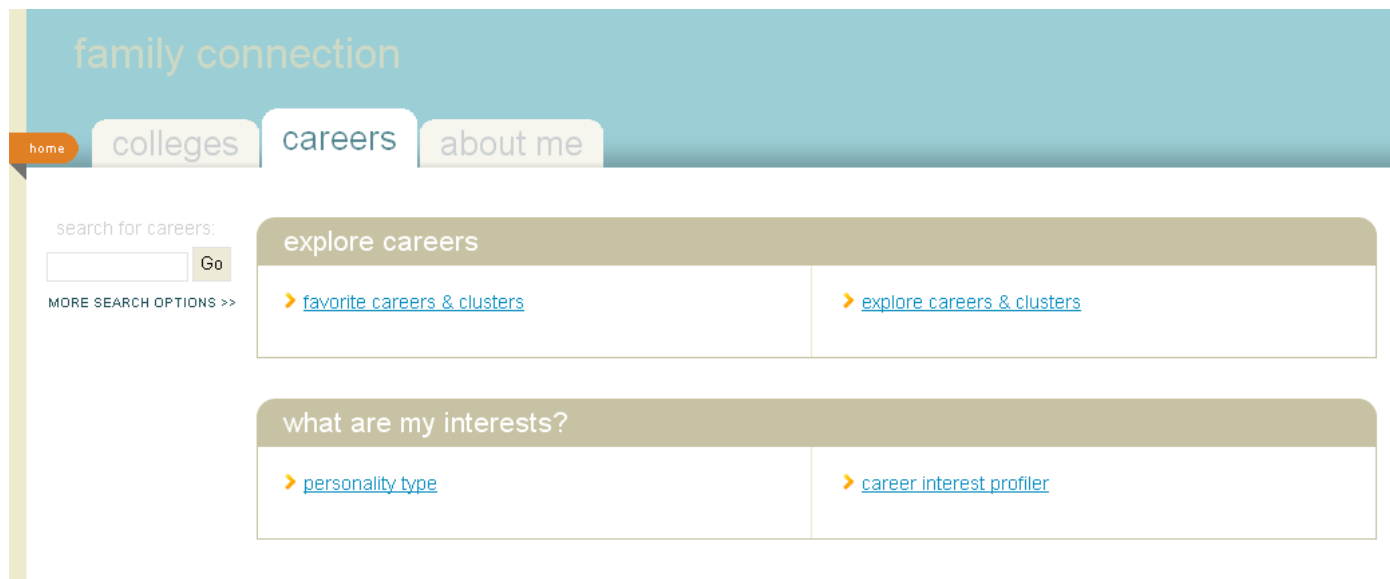
**“college search”**: This page provides you with a college search tool that will match your preferences.

**“college resources”**: Provides links to many useful websites.

**“enrichment programs”** Search by topics to find an enrichment program.

### **careers tab section:**

Think you might be interested in a particular career? Check it out here. Click on **“explore careers & clusters”** to find out things like what college majors you would take, what skills are necessary for the job, what tasks and activities are performed by those who work in that field and what typical wages are. Some careers have short video clips to watch as well. Like what you find? Click **“+add to my list”** to access it again later under **“favorite careers & clusters”**.



Not sure about a future career? Take the **“career interest profiler”** to help you discover what types of work activities and careers match your interests.

The screenshot shows the 'family connection' website interface. At the top, there is a teal header with the text 'family connection' in white. Below the header is a navigation bar with four tabs: 'home' (highlighted in orange), 'colleges', 'careers', and 'about me'. The main content area is white and features a search bar with the text 'search for careers:' and a 'Go' button. Below the search bar is a link for 'MORE SEARCH OPTIONS >>'. The page title is 'Career Interest Profiler' in blue. Underneath is a section titled 'Introduction' in blue. The text in this section explains that the profiler has 180 questions and provides instructions on how to use it. A 'Start Profiler' button is located at the bottom of the introduction section. On the left side of the page, there are several links under the heading 'explore careers' and 'what are my interests?'. The links include 'favorite careers & clusters', 'explore careers & clusters', 'personality type', and 'career interest profiler'.

## Naviance Tips

- Visit the website often! Keep all your information updated.
- Check your e-mail often! Students and parents must have their own accounts with different e-mail addresses – Students must log in with their own account to see all of the features.
- Explore the different features.
- Keep journal entries.
- If you are not sure of something...ask!!!
- If you need to change your e-mail address or password, go to the “account” link on the “about me” tab. To change other personal information such as addresses and phone numbers, see Mrs. Didriksen or contact your counselor.
- Make sure you click “update” when entering information.
- Have fun! 😊