

NAVIANCE

To Access Family Connection:

From **Friendswood High School** website:

- Click **Counseling and Scholarships**
- Click **Naviance** link at bottom of page

Username: Student's 6-digit ID#

Password: Student's date of birth (MMDDYYYY)

Requesting Transcripts For Colleges

- Select the **Colleges** tab in Family Connection.
- Click on the **Colleges I'm Applying To** link under **My Colleges**
- Click **Add to this list**.
- Click **Lookup**.
- Search by name, alpha browse, etc. to find a college (check you are selecting the correct campus).
- Click the name of the college, which fills in that college's name in the box.
- Continue adding up to 10 schools.
- Indicate the decision type from the drop-down menu.
- Check the box to request a transcript.
- Once you have completed your list, click **Add Colleges**.
- Click the button to indicate whether you are applying via Common App, applying via the Coalition Application (Apply Texas) or directly to the institution. (**Note: *I'm not sure yet is an option but you should refrain from leaving this as your selection. If you don't decide before materials must be sent, the materials might not reach the institution on time.***)
- Pay \$2 per transcript fee in Registrar's Office

Requesting Transcripts For Yourself:

- Select the **Colleges** tab in Family Connection.
- Click the **Transcripts** link, listed in the **Resources** section of the tab.
- Click **Request transcripts for scholarships or athletics**.
- Enter **Reason 'Personal'** using drop down box.
- Enter your name in the **Recipient** box
- Repeat for as many as you need.
- Click **Request Transcripts**.
- Pay \$2 per transcript fee in Registrar's Office

Requesting Transcripts for Scholarships:

- Select the **Colleges** tab in Family Connection.
- Click the **Transcripts** link, listed in the **Resources** section of the tab.
- Click **Request transcripts for scholarships or athletics**.

- Enter **Reason 'Scholarship'** using drop down box.
- Enter details of scholarship where you need your transcript sent.
- Click **Request Transcripts**.
- Pay \$2 per transcript fee in Registrar's Office

Completing Brag Sheet and Resume

Your brag sheet and resume will give your teachers and counselors more information about you, to include in your letters of recommendation.

- Select the **About Me** tab in Family Connection.
- Click the **Tasks** link in the Success Plan section.
- Click **Complete Brag Sheet Survey** in the list of tasks assigned.
- Click the **Resume** link in the **Interesting Things About Me** section.
- Use drop down menu to add details to each section.

Requesting Letters of Recommendation:

- Before requesting Letters of Recommendation in Naviance, please meet with your teacher to ask them face-to-face first, and complete your Brag Sheet and Resume.
- Select the **Colleges** tab in Family Connection.
- Click the **Letters of Recommendation** link under **My Colleges**.
- On the recommendation request page click on the blue **Add Request** button to submit your requests, one teacher at a time.
- Select a teacher from the drop-down list.
- Review the colleges listed and check one or more boxes to indicate where the teacher should be sending the letter of recommendation.
- Add a personal note (up to 3000 characters) to the teacher if you would like, highlighting any important aspects of your applications (such as first choice schools, early decision applications, intended major or degree of study), that you may want the teacher to consider when writing a letter of recommendation.
- Click the **Save** button at the bottom of the screen, which returns you to the recommendation status page.
- At the top of the screen, a green status bar shows the teacher's name and the number of requests, and the status for all Teacher Recommendations requests that have been made. You are able to cancel a request, unless it is showing as completed.