

Naviance Family Connection: Important Steps

**Note: You need to fill out the actual applications by following the procedures and deadlines that the college or university has in place. The steps below are for requesting transcripts and recommendations.*

Accessing your Naviance Family Connection Account

Step 1- Go to **connection.naviance.com/roosehs**

Step 2- Enter your user name and password. Your user name is your student ID and your password is your lunch PIN entered twice.

Step 3- Please make sure that you have an e-mail address that you regularly check entered into Naviance. This email address will be used to receive important communication from your school counselor and colleges. Once you are logged in go to:

Manage my account

Manage my profile

Scroll down to e-mail and click on the pencil

Enter the email account you check most frequently

Click update

To request transcripts in Family Connection:

Step 1- Consent for Transcript Release Form (green half sheet) must be completed and returned to Counseling Office prior to requesting your first transcript. It only needs to be completed once to process student requests throughout the year.

Step 2- Login to your Family Connection account.

Step 3- Click on “colleges” tab at top of the page.

Step 4- Click on “colleges I’m applying to” under my colleges.

Step 5- Click on “add to this list” under “colleges I’m applying to” tab

Step 6- Click on “lookup” tab to look up colleges to add to your list. When list is complete check the box under “I have submitted my application” to request a transcript. Click on “Add Colleges” at bottom of page.

To request a letter of recommendation in Family Connection:

Step 1- Ask the teacher in person at least two weeks before the recommendation is due if they are able to write you a recommendation. It is helpful to provide them with a resume or activities sheet of your involvement.

Step 2- Login to your Family Connection account.

Step 3- Click on “colleges” tab at top of the page.

Step 4- Click on “colleges I’m applying to”.

Step 5- Under the heading of Teacher Recommendations select “add/cancel request”.

Step 6- Select teacher from drop down menu. You can select more than one teacher. Add a personal note to be sent to teacher and click on “Add Request” button at bottom of page.

Step 7- Thank the teacher for writing a recommendation for you 😊

To create a Common Application account and to link the account to Family Connection:

Step 1- Go to www.commonapp.org

Step 2- Click on “Apply Now” then “Create an Account”

Step 3- Complete each section through education. You can write the essay at a later date. Be sure to enter at least one college.

Step 4- Click on My College tab at top of page and select “Assign Recommenders “on left side of page in order to complete the FERPA Waiver.

Step 5- Go back to your Family Connections account and select “colleges I’m applying to” tab to complete the match to link your Common Application account to your Family Connections account. To complete this process you will be prompted to enter your email address used in creating your Common Application account and your Date of Birth (mm/dd/yyyy). You will receive message “Common AppAccount Matching-Complete”