

Naviance GP South Family Connection

Log onto: <http://connection.naviance.com/gpshs>

In the login box entitled “**Username**” enter your school ID. For “**Password**” use your school password

On the registration page, fill out the fields using an e-mail address that you check regularly and a password that you will not forget.

Once you have established your account, you will access the site with your e-mail and password.

YOU ARE NOW REGISTERED FOR FAMILY CONNECTION!

Your next page is your “**Home Page.**” This page gives information about the Grosse Pointe South Counseling Center and is the launching point into all aspects of the program.

1. On the right side of the home page you can see if you have received any e-mails from Naviance or your counselor
2. Click on **About Me** and then on **Profile**. You will see the general demographic information we have about you from the school office. You have the ability to edit your e-mail address. Please keep this current as this will be our way of contacting you about important events and notices (i.e. class meetings, college rep visits, etc).
3. Click on **Resume**. This is where you keep a record of all your awards, activities and accomplishments throughout your high school years. This will help you have all this information in one place for your college applications. Naviance has predetermined options for achievements, but you can fill in whatever you wish in the *Additional Information* section.
4. Click on **Colleges** and then click on **SuperMatch College Search**. On the left side you will see *find your best fit*. Identify the criteria most important to you in your college search and answer those questions. In the center of the page you will see a list of colleges that match your criteria. “Pin” the colleges you are interested in and then you can compare your pinned schools, go onto the colleges’ websites, save to “*my searches*” or you can “*add to list*” which adds those schools to a list of “*colleges I’m thinking about*”. Play with **My Colleges** and **College Search** features to determine the various ways you can search out schools you are interested in and may be a good fit.
5. Under **Colleges That I’m Thinking About** click on a college you are interested in applying to and then move it to *application list*. When you are ready to apply, click on **Colleges I’m Applying To** and then under *actions* on the right is the link to the college’s website where you will follow their application process.

6. Under **Colleges I'm Applying To** you will click on *request transcript* and follow the instructions.
7. If your college requires letters of recommendation you will click on **Teacher Recommendation** and follow the directions of the school you are applying to as to the number of recommendations needed and you will fill in the name(s) of teachers. Do not exceed the college's required number of recommendations. You **MUST** speak to teachers and request they write a letter of recommendation for you **BEFORE** submitting their names to Naviance. If prior approval is not sought, teachers will deny the request for a recommendation.
8. When you get a response from the college (admitted, waitlisted, denied) please go back to "**Colleges That I am Applying To**" and indicate what the response is. You will go back one more time to indicate **College I'm Attending** when you have made your final decision.
9. Once you have decided on a school you must request a final transcript be sent to that school.