

### Overview

You can use Family Connection to access online resources, communicate with your school, prepare for success after high 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

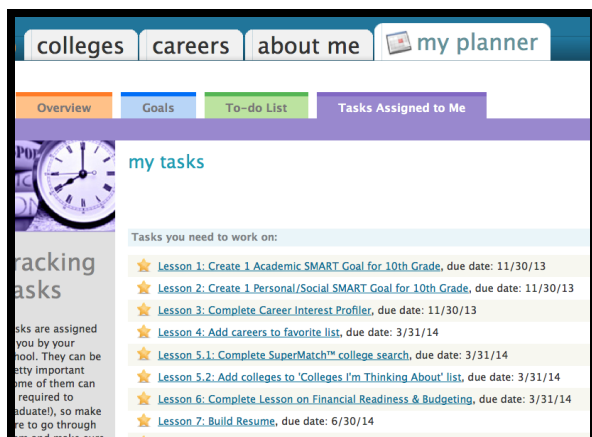
### Logging into Family Connection

Follow the steps below to log into Family Connection:

1. Go to [https://connection.naviance.com/y\\_guvcuji](https://connection.naviance.com/y_guvcuji)
2. Your **Username** is the first three letters of your last name, followed by the first three letters of your first name, followed by the last 4 digits of your student ID number. (i.e. SmiTom3211)
3. Your **Password** is your student ID number.
4. Click the **Log In** button.

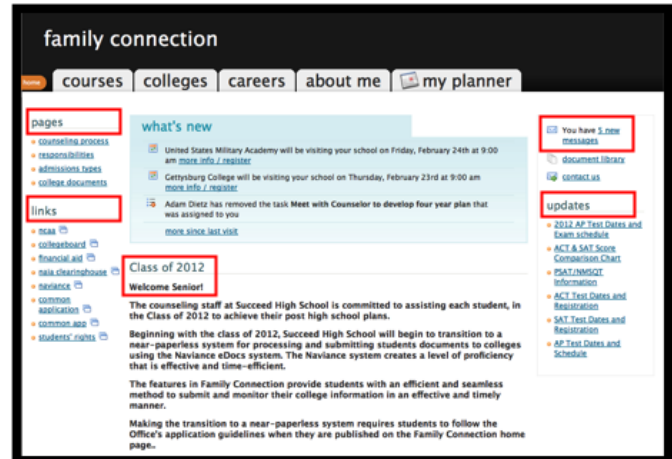
### Complete tasks:

1. Click the **My Planner** tab.
2. Click the **Tasks Assigned to Me** tab.
3. Your list of tasks appears.
4. Required tasks are indicated with a star icon.
5. Click a task to see detailed information.
6. If you have a question about a task that has been assigned to you, click **Raise Hand** and enter your question in the provided text box. Click the **Submit Question** button to submit your question to your counselor.



### Communicating with School Staff

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



### 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.

### Add your personal e-mail address:

1. Click the **About Me** tab.
2. Click the **Profile** link.
3. Under Personal Profile on the right click the pencil to add your email address on Family Connection.