NAVIANCE-FAMILY CONNECTION

STEPS FOR REQUESTING TRANSCRIPTS AND RECOMMENDATION LETTERS

The following are the steps to log into your Naviance- Family Connections account:

1. Open the email from Naviance located in your school email account.
2. Go to the Family Connection website:
3. **http://connection.naviance.com/henderson**
4. When prompted, enter your user id- which is your school email address up to the @ symbol.
5. Your password is your student ID number (the number you use in the café when buying food)
6. Click on "submit"
7. You should now be on the Henderson Family Connection Welcome Page

Requesting Transcripts and Recommendations

1. Click on the "**Colleges**" tab
2. Click on the "**Colleges I'm applying to**" link
3. You will see a message about linking your common app account with Naviance. If you are not using the Common App, click on the Not Needed button located in the bottom right hand corner to minimize this screen. **YOU DO NOT HAVE TO REGISTER WITH COMMON APP IF YOUR ARE NOT USING THE COMMON APP.** If you are using the common app, please follow common app instructions listed below.
4. Click on +add to this list tab to add colleges to your list. Fill out the information on the next page. *Be sure to ask for a transcript. If you do not ask for a transcript, we will not send one.*
5. You will now see a running list of the colleges you are applying to.
6. You can request teacher/counselor recommendation letters at the bottom of this screen. *If your college requires a secondary school report, please request a recommendation letter from your counselor and tell us in the comments section that you need a secondary school report.*

College Applications – done one of two ways for each college:

1. The student will electronically complete and submit the application that the college itself supplies via their website or,
2. The student will electronically complete and submit the application via the Common Application.

Common Application

1. Register on the Common App website. https://www.commonapp.org/Login
2. Once your account is set up, you must fill in all of the demographic information, and the education section in its entirety. Once this is completed, you will be asked to complete a FERPA waiver. To find the FERPA waiver, click on the "Assign Recommenders" tab for any college within My Colleges. The FERPA waiver is only completed once and covers all current and future colleges and recommenders.
3. Once the FERPA waiver is complete on Common App, you will be able to link your Common App account with Naviance. This is done on Naviance.
4. You will request your transcript and recommendation letters on Naviance. The actual college applications will be completed on Common App.