

# **Family Connection**

Student Quick Guide - Getting Started

# **Overview- Everett High School**

You can use Family Connection to access online resources, communicate with your 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

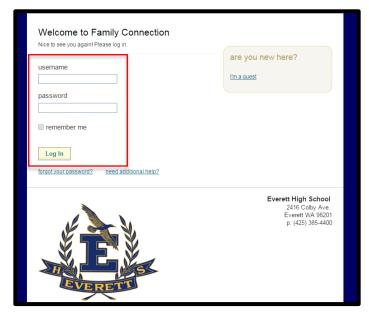
#### **Logging in to Family Connection**

Follow the steps below to log in to Family Connection: http://connection.naviance.com/everetths

- Enter the username- (student ID number) provided by your school in the Username field.
- Enter the password provided by your school in the Password code is (xxxx-last four digits of student ID and XX Birthday day) field. Example: 999321
- Check the box next to Remember Me if you want to bypass entering this information on return visits.
  (Not recommended for shared or public computers.)
- 4. Click the **Log In** button.

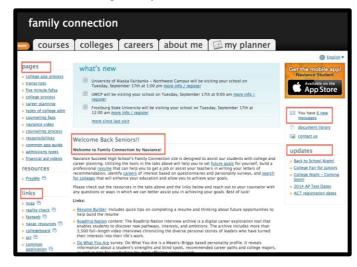
## Forget your password?

If you forget your password, you must contact a school staff member to have a new password created for you.



# **Communicating with School Staff**

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



### Review the welcome message, pages, links and updates:

- 1. The welcome message is located on the **Home** page.
- 2. Your school posts pages, links and updates to the **Home** page.

#### 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.
- To reply to the e-mail, click the Reply to Message link, enter your message text and click the Send Reply button.