

User Guide

Overview

The Family Connection will be a powerful tool to help you navigate the college application process. With FC, you will be able to research schools, compare them, keep track of deadlines, view JF Kennedy's application history, sign up to meet college representatives visiting JF Kennedy, contact admission offices directly and communicate with the College Counseling Team.

This user guide is meant as a general overview of Family Connection and a resource to get you started. There are various features within FC we will not be using so only the applications we are working with are discussed below. Do not hesitate to contact the Counseling Center with any questions.

Getting Started

1. You can access Family Connection at <http://connection.naviance.com/pob> or through the College Counseling page on the JF Kennedy's website.
2. The first time you log into the system, you will need to enter the registration code assigned to you by the College Counseling Office. FC will ask you to enter an email address and create a password.
3. Once registered, you will be directed to the FC home page.

About Me

1. **my inbox** – an email inbox used exclusively for college counseling business. Make a habit of checking it every time you log on to FC.
2. **my profile** – if any information is incorrect, notify the Counseling Center. JF Kennedy does not report GPA on a transcript so it is not used in FC.
3. **my test scores** – provides a list of all standardized test scores. Please inform the Counseling Center if scores are incorrect or missing.
4. **my colleges** – allows you to select colleges you are considering and then convert them to active applications. You can also compare your profile to that of other JFK applicants to a specific college.
5. **my scholarships** – keep a record of scholarships you are applying to.
6. **my account** – allows you to change your password in case you do not remember it.

About College

1. **college search** – start or continue your search of schools. An *Advanced College Search* feature appears where you can specify the type of school you are looking for based on the following categories (The more categories you enter parameters for, the more focused your list will be):
 - a. Type (public vs. private, etc.)
 - b. Location (urban, rural, etc.)
 - c. Students (size of student body)
 - d. Admission (percentage of overall students admitted who apply)
 - e. Extracurricular (sports and activities)
 - f. Major
 - g. Costs
 - h. Special Programs (study abroad, summer programs, etc.)
2. **college look up** – search through FC’s database of over 3,000 4 year undergraduate programs. You will also see the history of JFK applications at each college.
3. **college match** – takes your preferences and profile and finds schools which overlap with the schools you have selected to consider.
4. **college compare** – allows you to compare your profile to the profiles of several schools simultaneously.
5. **maps** – provides a map view of where colleges are located. This is a helpful feature in coordinating college visits and providing information about proximity to major cities.
6. **visit schedule** – students can view when college representatives are visiting JF Kennedy and sign up to meet with them.
7. **scholarship list** – a database of local and regional scholarships available to students.

From Your School

1. **document library** – this is an important link containing folders with downloadable forms and other useful resources for students. Most forms are found in PDF format so the user can view the form and print.
2. **resources** – a number of web links set up by Naviance to help students and families with the various phases of the college application process. Other practical links can be found on the JF Kennedy’s website.
3. **contact us** – you can email your assigned counselor directly from here.

Reminder: This program is new to JF Kennedy so the admission data used is limited to the last 3 years. Take the school specific information with a grain of salt rather than as a hard and fast rule.

Good luck using Family Connection. We hope you find it a supportive resource in your college search. If you have questions, contact the Counseling Center at www.pob.k12.ny.us .
