

Family Connection/Naviance Use for OPHS Seniors

To login to Family Connection/Naviance

- Go to the OPHS website <http://osbournparkhs.schools.pwcs.edu/>
- Click School Counseling (under the Our School tab). Then click on the Family Connections link.
- Your User ID is your student number
- Your password is **your** date of birth with no spaces. ex:(01221995) *It is now 4 digits for the year just like your school messenger/parent portal account.
- After you log in the first time, change your password and keep it in a safe place.
- You must use the Family Connection/Naviance program to request transcripts and to sign up for college visits at OPHS

Completing the Counselor Recommendation Form

- Login to the Family Connection/Naviance website
- Select the About Me tab at the top of the page
- Click on the counselor recommendation questionnaire link (under surveys to take)
- Complete the form and click save (at the bottom of the screen) to submit your answers

Requesting a Transcript

- Login to the Family Connection/Naviance website
- Select the Colleges tab at the top of the page
- Click the Transcript tab on the left side of the page
- Select the type of transcript you are requesting (college/scholarships/athletics)
- For college requests, select the type of application (Regular, Early Action, etc.)
- Select lookup and search for the name of the college you have applied to
- Click Request Transcript
- Print a copy of the transcript status page for your records
- Scholarship and NCAA transcript request are free of charge.
- **ALLOW TWO WEEKS TO PROCESS A TRANSCRIPT REQUEST!!**
- If the application is done through the Common Application, you must match your Common Application to your Family Connection account. See your counselor if you need help.

Signing Up for a College Visit

- Login to the Family connection/Naviance website
- Select the Colleges tab at the top of the page
- You will see a list of upcoming College Visits. Click View all upcoming visits to see all scheduled visits.
- Click Sign Up next to the name of the College Visit you would like to attend.
- You will get a confirmation screen indicating you are signed up. Print this screen to serve as your pass to be dismissed from class.

Requesting Teacher Recommendations

- Meet with the teacher you are requesting the recommendation from in person and give them a copy of the Letter of Recommendation form.
- Login to the Family Connection/Naviance website.
- Click on the Colleges tab.
- Click on Letters of Recommendation.
- Click Add Request
- Click on the drop down menu and select the teacher's name.
- If the teacher is only doing a recommendation for one school, indicate in comments section and mention when meeting with teacher.
- Click on Save at the bottom of the page to send your request to the teacher.
- To cancel a request, click on the 'X' next to the request.