



Family Connection

Student Quick Guide – Getting Started

We are proud to offer you the comprehensive, web based program called **NAVIANCE FAMILY CONNECTION**, which provide the resources you need to make decisions about courses, careers, and colleges. Naviance will enable us to communicate more effectively by email, and will allow us to share important Guidance & BRACE news and educational updates in a more efficient way with all registered users.

Overview

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:

1. Go to your school's Family Connection Website: <https://connection.naviance.com/coopercity>
2. Enter the username provided by your school in the **Username** field. **The username is the Student Number (example: 06.....)**
3. Enter the password in the **Password** field. **The password for students is their birthdate in the following format MM/DD/YYYY. Don't forget to enter the slashes (!)**
4. 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.)
5. 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.

Welcome to Family Connection
Nice to see you again! Please log in.

are you new here?
[I'm a guest >](#)

username
password

remember me

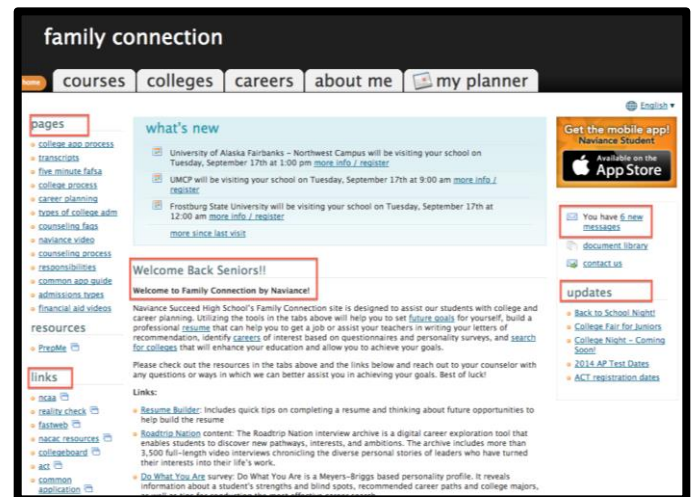
[Log In](#)

[forgot your password?](#) [need additional help?](#)

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

Complete surveys:

1. Click the **About Me** tab.
2. Surveys are listed in the **Surveys to Take** section. (Left side column)
3. Click a survey name to open the survey.
4. Complete the survey by completing the fields. Required fields have a red asterisk (*).
5. Click **Update** when you finish the survey.