

Academy of Mount St. Ursula

Students' Guide to Family Connection/Naviance

1. Sign in to your Family Connection Account
 - a. Go to www.amsu.org, click "Guidance" and click "Naviance Family Connection" on the right hand side under "Links"

2. Search for Colleges that match your interests
 - a. Click "Colleges" and "College Search"
 - b. Answer the questions, clicking "Next" at the bottom right until you arrive at the end
 - c. Click "Show Matches" at the bottom
 - d. Check out the "Colleges that match your criteria"

3. Record your Colleges
 - a. Click "Colleges" then "Colleges I'm Thinking About" and add your colleges
 - b. Click "Colleges" then "Colleges I'm Applying To" and add your colleges (this must be done in order for your Transcript and Counselor Letter of Recommendation to be sent).

4. Review Privacy Notice
 - a. Click "Colleges/Colleges I'm Applying to" and read the shaded blue box ("Important Privacy Notice")
 - b. Waive the right to review recommendation so counselors can send your letters by checking the "Yes" box.
 - c. Check the square box to have your records released and sent to colleges.
 - d. If you have a Common Application completed (www.commonapp.org) fill out the information in the blue box; if you do NOT have a Common Application completed, leave it blank.

5. Note the Symbols

- a. Click “Colleges” and “College Look Up”, then find a college
- b. If a college accepts the Common Application you will see a on the college page at the bottom where you see “Application Deadline”
 - i. Therefore, your Transcript and Counselor Letter of Recommendation will be sent electronically (E-docs) through Naviance.
- c. If a college does NOT accept the Common Application, you will see an (empty box) on the college page under “Application Deadline”
 - i. However, the college may accept E-docs. Therefore, your Transcript and Counselor Letter of Recommendation can be sent electronically through Naviance – see your counselor if you see the empty box.
- d. If a college does NOT accept E-docs, you will see a box with a stamp, which means that the Transcript and Counselor Letter of Recommendation must be MAILED.

Please Note

- All colleges you apply to must be added to “Colleges I’m Applying To” in Naviance.
- You must submit a “Transcript Request Form” for all colleges you apply to. It must be submitted regardless of whether your documents are sent electronically or through the mail. These forms are available in the Guidance Section of our website.
- If a College does not accept E-docs, then attach the any necessary forms to your Transcript Request Form so that they can be mailed out with your Transcript.
- See your Counselor if you have ANY questions or concerns!!!
 - Ms. O'Hare - A-L
 - Mrs. O'Connell - M-Z