

### College Application Materials

You can use Family Connection to prepare for success after high school. Use this quick guide to get started with the College Application Process in Family Connection. To access Family Connection:

Log into **FCPS GOOGLE Account**

**Website:** [student.naviance.com/brunswickhi](http://student.naviance.com/brunswickhi)

**Click on Continue with single sign on**

Zip Code: **21716**

Username: **FCPS account**

Password: **FCPS account password**

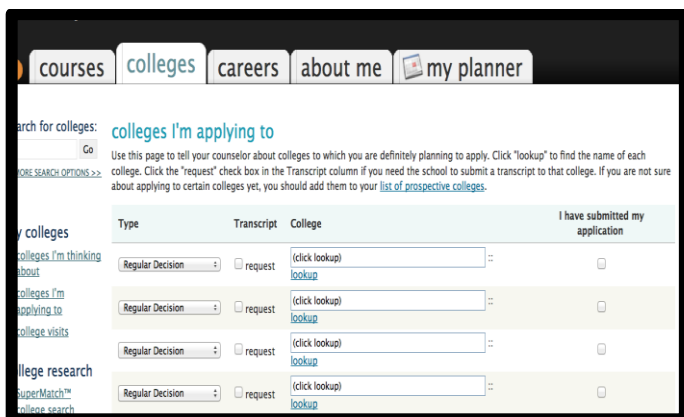
To access the College Planning tools in Family Connection, log in and click the **Colleges** tab.

### Requesting Transcripts

You can request college application materials using Family Connection, including transcripts and teacher recommendations.

To request a transcript for a college:

1. Click the **Colleges** tab in Family Connection.
2. Click the **Colleges I'm Applying To** link.
3. If you've applied to a Common App school, first enter the email address that you used when setting up your common app account in the box provided and also provide your date of birth. You will only need to complete this step once
4. Click the **add to this list** link.
5. Select your decision type from the **Type** drop-down menu.
6. Click the **Lookup** link next to the **College** field.
7. Search for the college.
8. Click the college name.
9. Repeat steps 6-9 for as many colleges as needed.
10. Click the **Request Transcripts** button.
11. A confirmation page appears and the college is added to your **Colleges I'm Applying to List**.

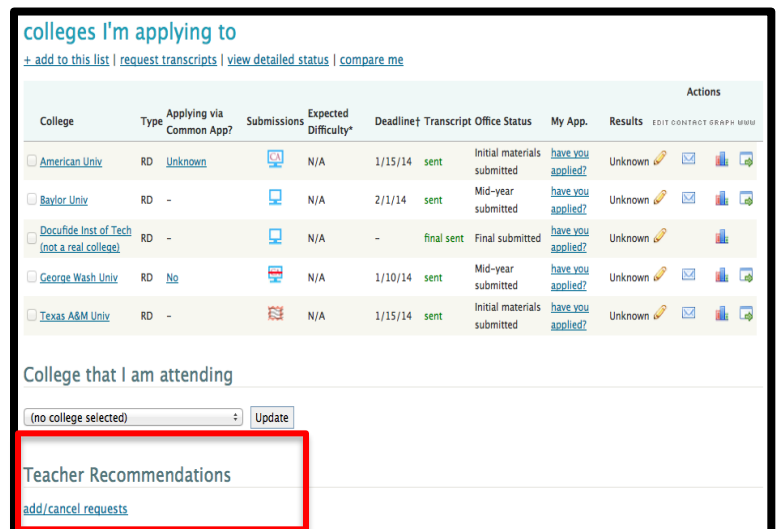


### Requesting Recommendations

To request a teacher recommendation for college:

1. Click the **Colleges** tab in Family Connection.
2. Click the **Colleges I'm Applying To** link.
3. Under the section **Teacher Recommendations** click the **add/cancel requests** link
4. Select the teacher that you would like to write a recommendation for you from the drop down menu.
5. Repeat step 4 for as many teachers as needed
6. Click the Update Requests button
7. A confirmation page appears and the request for a recommendation is emailed to the teacher(s) selected.

Please remember to first meet with your teacher face-to-face regarding your request.



### Scholarship Search:

1. Click on Colleges Tab
2. Click on Scholarship List
3. Click on the individual scholarships to learn more details about the scholarship, such as deadlines, requirements, etc.

### College Visits:

1. Click on **Colleges Tab**
2. Click on **view all upcoming college visits**
3. Click on the **signup** button next to the college visit you wish to attend
4. You will be requested during Connections the day of the college visit

