

Overview

With Family Connection, you can help your student prepare for success after high school. Use this quick guide to assist your student to get started with the tools described below.

Getting Started

To access Family Connection, you must have the following:

- A computer that is connected to the Internet
- Your personal or work e-mail address
- A registration code provided by your student's school

Registering for Family Connection

Follow the steps below to register for Family Connection:

1. Go to
2. Click the **I Need to Register** link
3. Enter your registration code
4. Click the **Register** button
5. Enter your e-mail address and create a password
6. Accept the terms of service
7. Click the **Complete Registration** button

Note: Passwords must be at least six characters and cannot contain blank spaces.

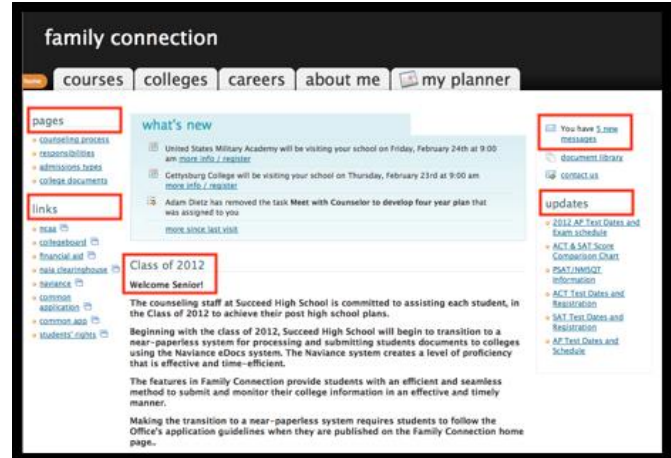
Logging into Family Connection

Follow the steps below to log into Family Connection:

1. Enter your username in the **E-mail** field
2. Enter your password in the **Password** field
3. 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)
4. Click the **Log In** button

Communicating with School Staff

There are several ways you and your student's school can communicate from the **Home** page of Family Connection.



Review the welcome message, pages, links and updates:

1. The welcome message is located on the **Home** page.
2. The school posts pages, links and updates on the **Home** page.

Send an e-mail message:

1. Click **Contact Us** on the right column of the **Home** page.
2. Your e-mail address and your school contact (student's counselor) 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, click the **Reply to Message** link.

Complete surveys:

1. Click the **About Me** tab.
2. Parent 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.
 1. Required fields have a red asterisk (*).
5. Click **Update** when you finish the survey.

Note: Surveys are only available if your student's school creates a survey for parents to take.