



### 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
- An e-mail address
- A registration code provided by your counselor

### Registering for Family Connection

Follow the steps below to register for Family Connection:

1. Access Family Connection at <http://connection.naviance.com/lincoln>
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

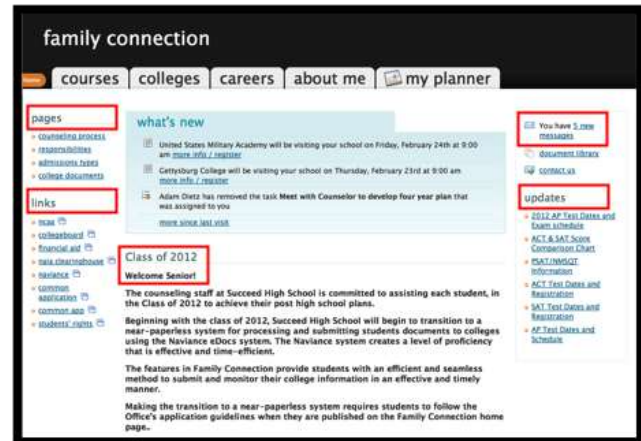
Follow the steps below to log into Family Connection:

1. Access Family Connection at: <http://connection.naviance.com/lincoln>
2. Enter your e-mail address in the **E-mail** field.
3. Enter your password in the **Password** field.
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.



### 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.