**Getting Started for Parents**

Both students and parents can use the many tools available through Family Connection. The Counselor is working with students to set up their student accounts in the program.

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

**College Search**

You can start your college search by using the College Search or SuperMatch™ college search tools.

To search for colleges using **College Search**:

1. Click the **Colleges** tab in Family Connection.
2. Click **College Search** in the **College Research** section.
3. Complete the search by making selections in each section (type, location, students, admission, athletics, majors, costs, special programs). Each selection filters the results of your search.
4. Click the **Next** button at the end of each section to move through the search tool.



To **view** results:

1. At any time you can view the results by clicking the **Show Matches** button at the bottom of the page.
2. A list of colleges that match your selections will appear.
3. Click the **college name** link to view the college profile where a lot of valuable information can be found.

To **save** searches:

1. You can save the search by clicking **Save Search** next to the number of matches.

To search for colleges using **SuperMatch™**:

1. Click the **Colleges** tab in Family Connection.
2. Click **SuperMatch College Search** in the **College Research** section.
3. Use the **Find & Pin School By Name** or **Find Your Best Fit** filters to search for your best college matches, pin your favorites, and compare schools side by side.

**College Application Materials**

Your can request college application material 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. Complete the Common App Account Matching process.
4. Click the **Request Transcripts** 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**.



**Scholarships and Financial Aid**

Finding information about scholarships and financial aid can be an important part of the college application process.

The **Scholarships and Money** section provides tools to help in your search.

To search for local scholarships that may be a match for you:

1. Click the **Colleges** tab in Family Connection.
2. Click the **Scholarship List** link in the **Scholarships & Money** section.
3. A list of scholarships appears. This list is maintained by Huntsville City Schools Counselors and includes scholarships that are sent to us by local and state organizations.
4. Click on the specific scholarship name to view details for the scholarship.

To search a national database for scholarships with requirements that may be a match for you:

1. Click the **Colleges** tab in Family Connection.
2. Click the **National Scholarship Search** link.
3. Enter your profile information for the Sallie Mae national scholarship search tool to find scholarships that may be a match.