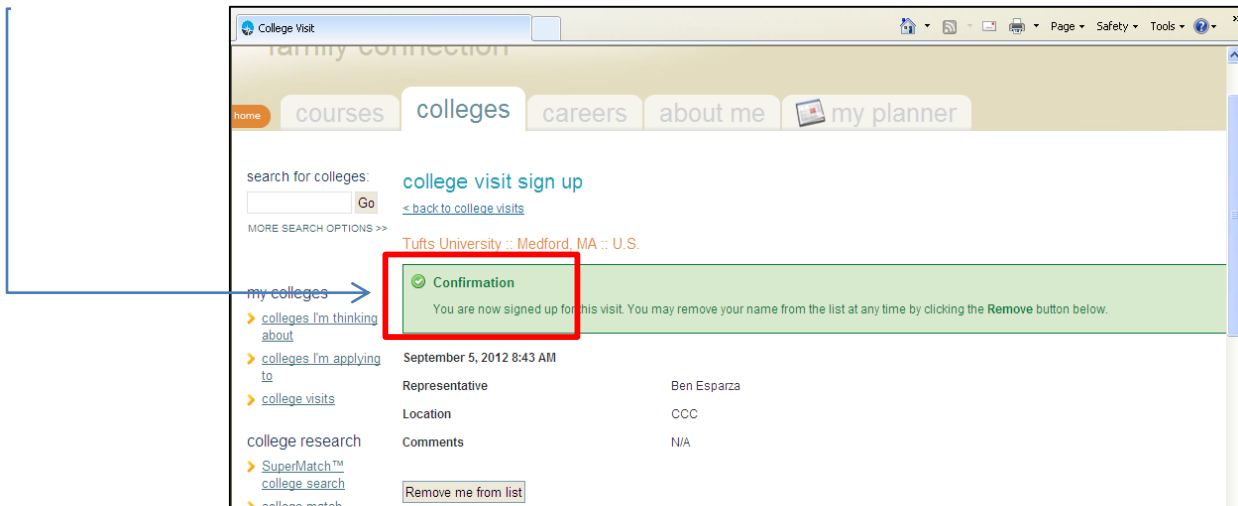


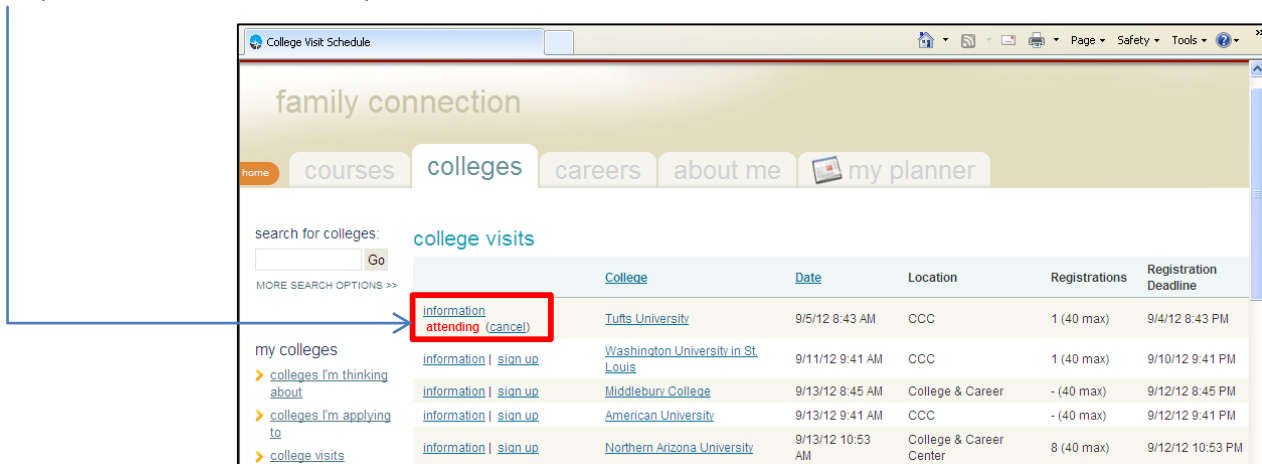
## HOW TO SIGN UP FOR A COLLEGE VISIT & PRINT YOUR PASS IN NAVIANCE

The easiest way for a student to sign up for a college visit is to:

1. Sign into Family Connection. (We have a quick link on the Desert Mountain website under Student, ECAPS/Naviance)
2. Enter Student ID# for username or e-mail and enter Student Birthdate (MM/DD/YYYY) where it asks for Password.
3. Go to the Colleges tab.
4. Click View All Upcoming Visits.
5. Click Sign Up for the college visit you wish to attend.
6. Click the Sign Me Up button. This will produce a “confirmation” highlighted green box.
7. **PRINT** out your confirmation for use as a PASS to leave class and as a ticket into the college visit.



9. If you have already registered, or **NEED TO REPRINT** your pass simply go to the “View all Upcoming College Visits” list and print that out. It will note your “ATTENDING” status.



**On the day of the visit you will need to do the following:**

1. Bring your printed confirmation to your class, show it to your teacher in order to leave class.
2. Bring the confirmation to the college visit and present it to the College & Career representative overseeing that college visit.
3. Sign in on the attendance sheet at the college visit.