

## *Accessing Prep Me and Naviance*

1. Get registered
  - a. Most of you are already registered.
  - b. If you have not done so, submit your email address to Mr. Hude.
2. Log in
  - a. Soon after you submitted your email address, you should have received an email message from Mr. Hude.
    - i. To find this email, log into your email and search for “Family Connection.”
  - b. Once you find this email message, open it.
    - i. Inside is a link to follow, as well as a temporary password.
    - ii. Click on the link and log in using your email address as your user name and the temporary password as your password.
  - c. After logging in for the first time (with your temporary password), the program will prompt you to set up your own password. Do so.
3. Log in again and access Prep Me
  - a. After creating your own password, the program will prompt you to log in once again. Do so, this time using your newly created password.
    - i. For future use, you can always log in by using the following web address: <http://connection.naviance.com/heights>
  - b. On the left hand side, under the heading “resources,” you should see “PrepMe.” Click on this link. You are now in Prep Me.
4. Utilize the software
  - a. Take full-length practice tests.

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- i. Once in Prep Me, on the left side, under the heading “My Courses,” you should see links to an ACT course and an SAT course. Click on the ACT link.
  - b. Now you are in the ACT preparation program. In order to take a full-length practice test, click on the arrow in the centered menu at the top.
    - i. A small graphic of a ruler crossing a pencil labeled “Tests” will appear. Click on it.
  - c. In the “Tests” section, the last four options together make up a full length practice test.
    - i. If you were to enter into the SAT program, the full length test would be made up of 8 sections, each labeled “Practice Test”.
5. Choose between the SAT and ACT
  - a. Take a full length ACT and a full length SAT. Decide which is the better fit for you.
    - i. There are local testing centers that help you make this choice.  
Please see a college counselor for a recommendation.
  - b. Once you have made your decision, spend all of your preparation time preparing for that one test.
6. How to use Prep Me after completing the practice tests
  - a. Once you have decided upon preparing either for the SAT or ACT, enter into the respective program on Prep Me and begin the activities.

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- i. The first step now will be to complete short diagnostic tests. *Once you complete these, Prep Me will tailor a skills building regimen to your specific needs.*
  - b. Completing the lessons and activities are fairly self-explanatory. Feel free, though, to consult a college counselor if you are experiencing difficulties.
7. How to utilize Naviance
  - a. Prep Me is a test-preparation program within the larger Naviance program.
  - b. Naviance is a tool by which you can research prospective colleges and determine the likelihood of your admittance.
  - c. In order to access these research tools, log in as you would for Prep Me.  
Go to <http://connection.naviance.com/heights>.
  - d. Instead of clicking on “Prep Me” on the left hand side, look for the “colleges” tab above the link to “Prep Me.” Click on “colleges.”
    - i. You can now navigate through the various links and look around.