

**Parents - Now you can receive important information directly from the guidance office through email and the Internet.****What You'll Learn About**

- ❖ Information from your student's counselor
- ❖ Upcoming events at our high school
- ❖ College planning
- ❖ Scholarships
- ❖ Summer programs
- ❖ Financial aid information

How it Works

The guidance office uses a web-based program called **Prep HeadQuarters** (a.k.a. **PrepHQ**) to communicate with students and parents. You access it through our high school's website, and every registered student has their own personal account. Each email address listed in this account receives messages from our office.

What Parents Need to Do

Add your email address(es) to your student's account by visiting our high school website and clicking the link to **PrepHQ**.

1 If your student **HAS registered:**

- ❖ Ask your student for his/her user name and password
- ❖ Login to **PrepHQ**
- ❖ Click on "Settings" on the lower left side; enter the password to change settings
- ❖ Enter the parent email address(es)
- ❖ Click "Save Changes"

TIP

If you forgot your user name or password, click on "Forgot your login?" to send it to the email address listed on your student's account. Call the guidance office if you still have trouble.

2 If your student **HAS NOT registered:**

- ❖ Click on "Click Here to Register" in the gray box on left side
- ❖ When prompted, enter the student's last name and student ID number
- ❖ Follow the registration steps and enter the parent email address(es)

TIP

Write down your student's user name and password for future reference!

That's it! We don't want you to miss out on any important communications from the guidance office, so please do this as soon as possible!

ATTENTION SENIOR PARENTS!

College Loan Corporation (CLC) sponsors **PrepHQ** at our school. CLC offers parents free assistance with financial aid to better understand student loans, and learn how to find money to pay for college. If your student plans to attend certain colleges, your family may also be eligible for special benefits through CLC.

CALL ONE OF THEIR EXPERTS TO ANSWER ANY FINANCIAL AID QUESTIONS AT 800-470-0771