Naviance Student for Parents Reference Guide

Overview

Naviance Student makes it easier than ever for your student to answer the questions that will shape your student's future: Who am I? What do I want to be? How will I get there? And How will I succeed?

Naviance Student is a mobile-responsive site, for both students and parents, that employs intuitive tools that personalize and simplify the college and career planning process.

Parents and/or Guardians have mostly view-only access. However, depending on your school's permissions, you may be able to edit:

- Personal and Demographic Information

- E-Mail Address

- Username/Password

- Add a college to your child's College's I'm Thinking About list.
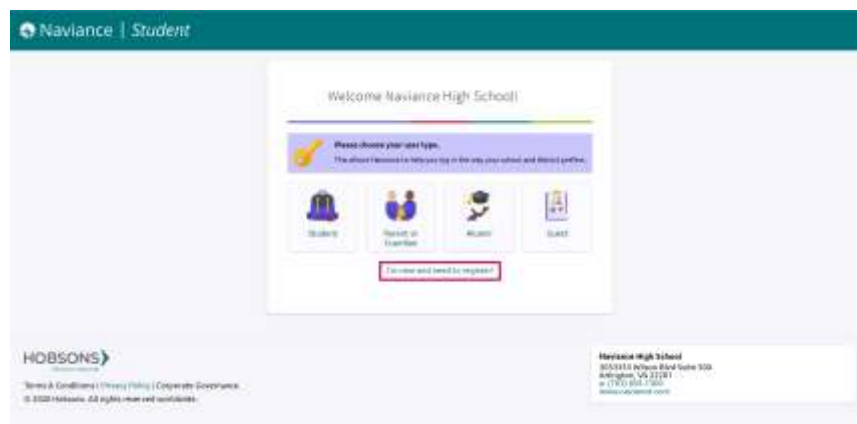
Registering and Logging In

Your school will have provided you with a Registration Code.

Navigate to our school's Naviance Student page using the following URL:

{SCHOOLS MUST ENTER THEIR OWN NAVIANCE STUDENT URL; TYPICALLY, STUDENT.NAVIANCE.COM/SCHOOLALIAS}

Registration Code

1. Your district should have sent you a **registration code** for use with Naviance Student.
2. Navigate to your school's URL
3. From the school's Naviance login page, select **I'm new and need to register!**
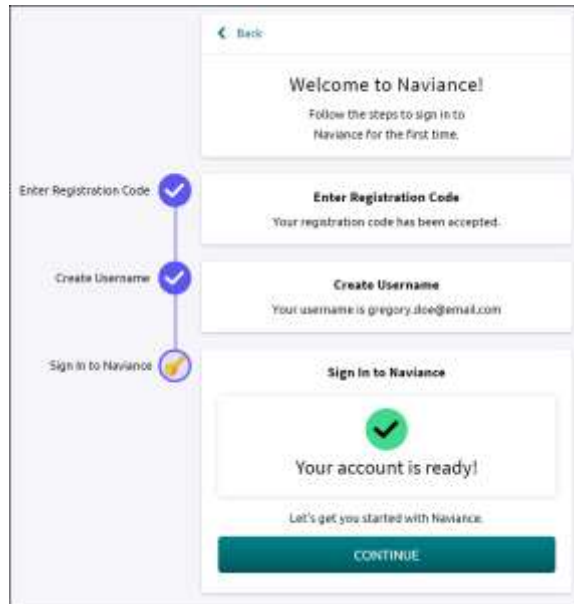

The registration page displays.

4. Enter the registration code you were provided in the **Registration Code** field and then select **Register**.
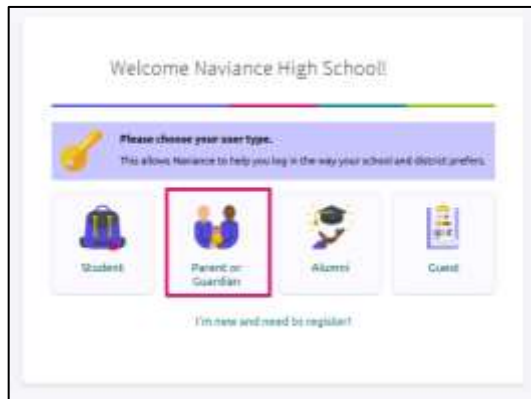

The Create Account section expands.

5. Enter a **Username**, **Password**, and **Password Confirmation** and then select **CONTINUE**. Depending on your district's settings, the Username may be either a valid email or a username of your choice. Use the provided password requirements.

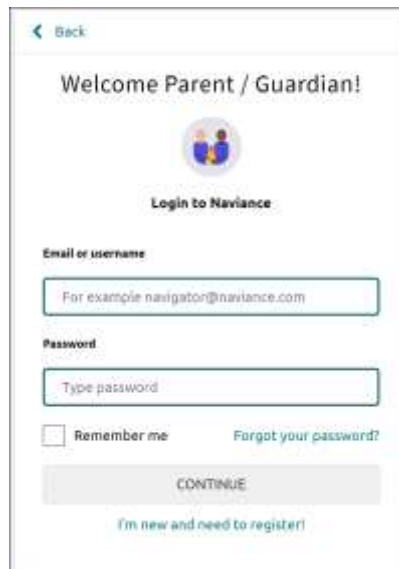*The Sign in to Naviance section expands.*

6. Your account is now ready, click **Continue** to return to the Naviance Student login page.

7. From the Naviance Student login page, select **Parent/Guardian**.

8. From the Parent/Guardian login page, enter the **email** or **username** and **password** that you just created and then select **CONTINUE** to log in.

Navigating in Naviance Student

Once you are logged into Naviance Student, most of your experience will be view only. To learn more about navigating around and seeing what tools are available in Naviance Student, visit this <mark>video tutorial</mark>.

<mark>{SCHOOLS – USE EITHER THE DIRECT LINK TO THE NAVIANCE STUDENT OVERVIEW OR PROVIDE THE LINK TO THE WEBSITE TO WHICH YOU HAVE EMBEDDED THE VIDEO CODE}</mark>
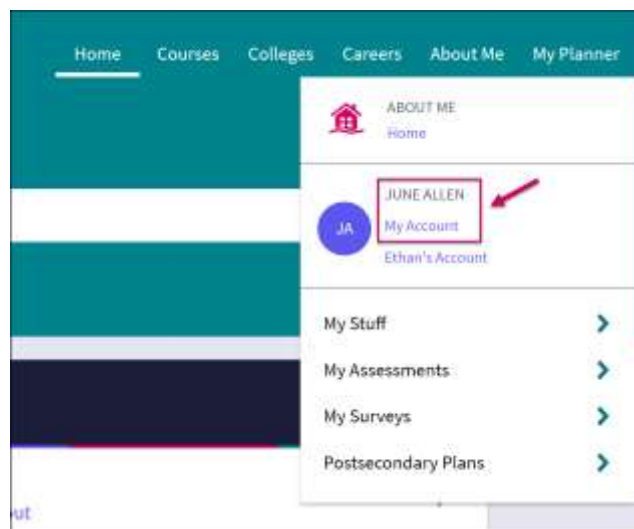
Parent Tasks

Editing General and Security Information

You can edit your own personal and demographic information, as well as your username and password in Naviance Student. To do this:
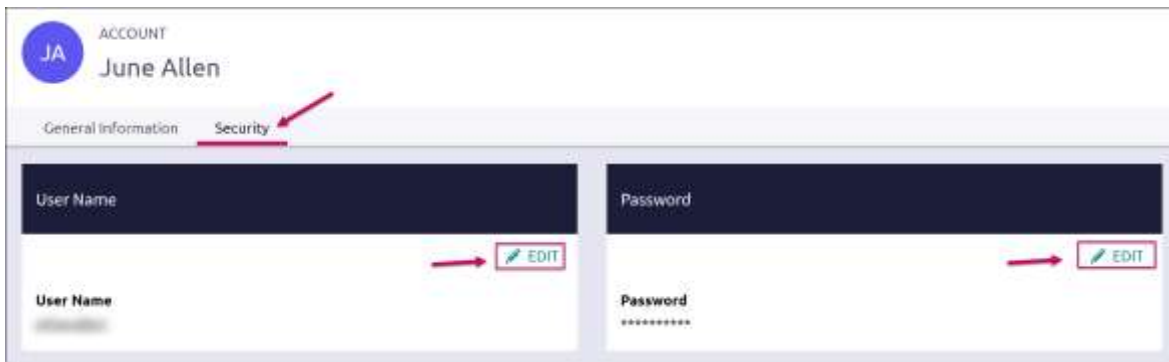
1. Click the **About Me** menu drop-down and select **My Account** under **your name**. Do not select your child's account.

The account screen displays, and you are on the General Information tab by default.

2. From *General Information*, click **Edit** to change personal information such as address, phone number, and email.

3. Enter the new information and click **Save**.
4. Click on the **Security** tab.
5. Use **Edit** under either **User Name** or **Password** to make desired changed, and then **Save**.
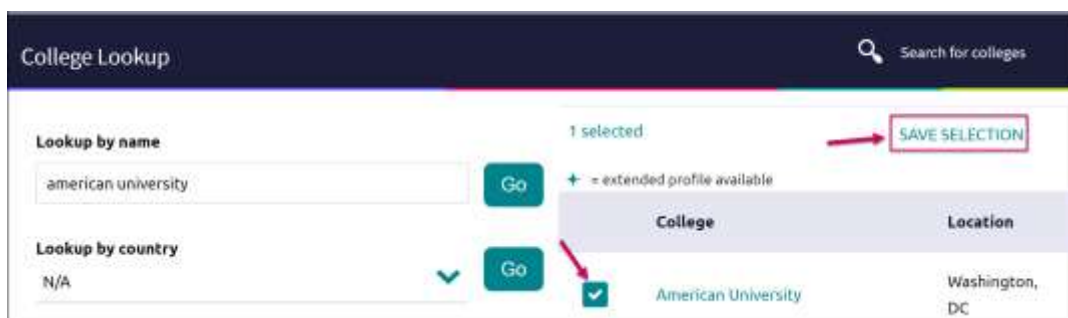
Adding a College to your Child's Colleges I'm Thinking About List

Naviance Student provides a location for students to save the colleges they are most interested in. The Colleges I'm Thinking About List can be found right from the Home Page. As a parent, depending on rights your school has provided, you can add to this list for your child. To do this:

1. From the *Home* page, use the **Search for Colleges field** to enter in the name of a school.

2. Click **Search**.

   The College Lookup displays with your search results. You can use this to further refine or change your search options.

3. Check the **box** next to the school you would like to add to your student's list.
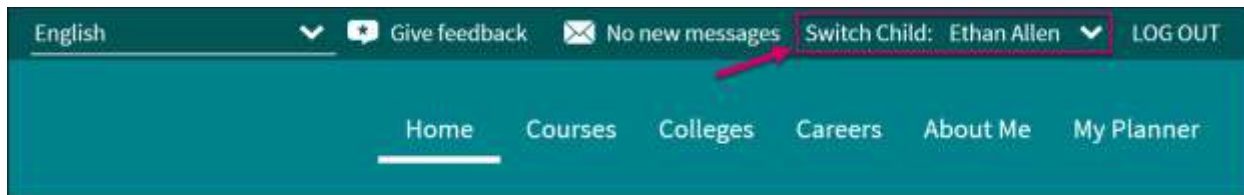
4. Click **Save Selection**.

5. Click **Finished Searching**.

   The college is added to the list.

6. To review the add, click the **Colleges** menu and select **Colleges I'm Thinking About** from the drop-down menu.

   Your student's list will display. You can see the item you have added by looking to the Added By column.

Switching Between Children

If you have more than one child in the district using Naviance Student, you can use the **Switch Child** drop-down to change the student account you are viewing.
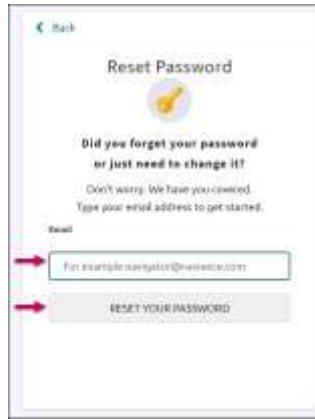

Reset Password using Forgot Password Link

1. From the Naviance Student login screen, select the **Parent/Guardian User Type**.
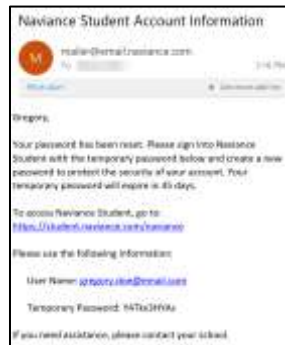2. Select **Forgot your password?**

Step 2

3. Enter the email address on file in your Naviance account. (If you do not have an email address on file in your Naviance account you can reach out to your school to request that they add an email to your account or provide you with a temporary password)
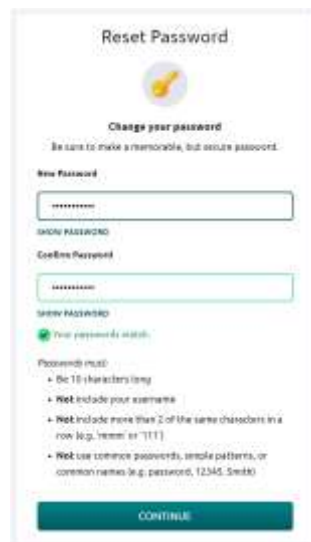4. Select **Reset Your Password.**

Steps 3 - 4

5. Locate the Naviance generated email in your inbox. Use the provided link and make note of the temporary password.

Step 5

6. You will be returned to the Naviance Student login page. Select the **Parent/Guardian User Type**.

7. Enter your **Email or User Name** and the **temporary password** you were provided.

8. From the *Reset Password* page, enter and confirm a new password following the displayed requirements.

9. Select **Continue**.

Step 8 -9

10. You may now login to Naviance Student using your updated password.