

# 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.

#### Logging In

#### **Registration Code**

Your child's school will have provided you with a Registration Code for use with Naviance Student.

1. Navigate to the school's Naviance Student login page from this page

montgomeryschoolsmd.org/career-readiness/naviance.aspx

2. From the login page, click on I Need to Register.

Email or Username	Are you new here?	
Password	<b>_</b>	I'm a guest I need to register
Remember me	Forgot your password?	Naviance Succeed High School 3033 Wilson Blvd Suite 500
Login		Arlington, VA 22201 p: 703-859-7300 www.naviance.com Privacy Policy

- 3. Enter the registration code you were provided in the **Registration Code** field.
- 4. Click Register.

Registration code			
XXXXXX			
	Registe	er	

The Create Account page displays.

5. Fill out the information as needed. If you have an e-mail address, select yes under the relevant question, and then enter your email and desired password. If you do not have an email address, you will be asked to create a username instead.

Create Account	
Enter your email and create a password to con	plete your registration.
Do you have an email address?	
O Yes	
No	
Please enter your e-mail address and create a	password to complete your registration
All fields are required.	
Enter email	
Create Password	

6. Click **Continue**. You are now ready to log in.

If you have already created your username/password, go to the login page and fill in the fields to login.

## 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, view the link below for video tutorial on navigating Naviance Student.

https://youtu.be/2KSYfumcCDA

# Parent Tasks

account.

#### **Editing General and Security Information**

You can edit your own personal and demographic information, as well as your user name 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

	Home	Courses	Colleges	Careers	About Me	My Planner
				ABO Hom	UT ME ne	
				ЈА МУ А	E ALLEN ccount n's Account	
				My Stuff		>
				My Assessm	ents	>
				My Surveys		>
				Postsecond	ary Plans	>
Jt						

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.

JA ACCOUNT June Allen	Occupation * Email
General Information Security	Alma Mater
Contact	
EDIT	SAVE

- 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.

JA ACCOUNT June Allen	
General Information Security	
User Name	Password
edit	PEDIT
User Name	Password ******

## 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.

Welcome, Ethan!				
Search for Colleges 💙	٩	Type a college name	SEARCH	

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.

College Lookup				٩	Search for colleges
Lookup by name		1 s	elected		SAVE SELECTION
american university	G	60 <b>*</b>	= extended profile available		
			College		Location
Lookup by country N/A	✓ G	io 🔪	<ul> <li>American University</li> </ul>		Washington, DC

5. Click Finished Searching.

The college is added to the list.

6. To review, 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.* 

College	es I'm thinking abou	ut			٩	Search for colle	eges
+ Add Colleges to List Compare Me							
						✤ = extended available	profile
	College	Delivery type	Added By	Expected Difficulty*	Application Deadlines	Interest	
	American University	CA	Parent	N/A	Multiple Deadlines <b>∨</b>	N/A	MORE :

# 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.

English	<u>~</u>	💌 Give feedback	🔀 No i	new messages	Switch Ch	ild: Ethan Aller	n 🗸 LOG OUT
		Home (	Courses	Colleges	Careers	About Me	My Planner