

Naviance for Parents Reference Guide

Overview

Naviance Student helps your child to shape and plan their future. Through assessments, surveys, and guides, students can discover who they are, what careers interest them, how to prepare for those careers, and research post-secondary options.

Naviance Student is a mobile-responsive site, for both students and parents, that personalizes and simplifies the college and career planning process.

Parents and/or Guardians have mostly view-only access. However, you can:

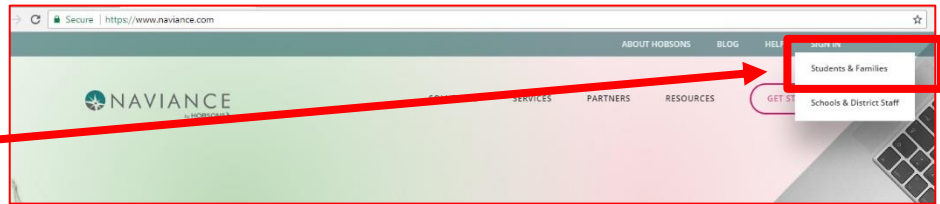
- Edit your e-mail address,
- Edit your login username and password, and
- Add to your child's prospective colleges list using *College's I'm Thinking About* list.

Logging In

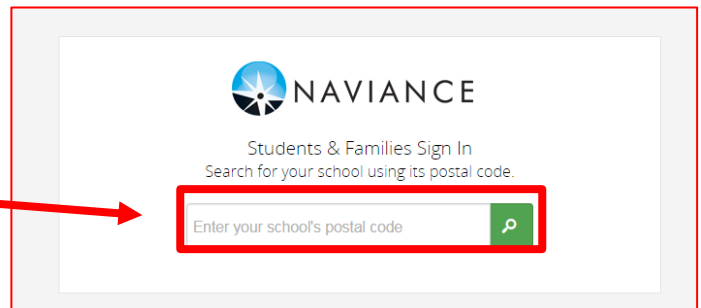
Parents set up their account using their registration code which can be provided your child's counselor or by contacting Dyann Pugliese, UCS' Career Development Facilitator, at dyann.pugliese@uticak12.org for your registration code to be e-mailed directly to you.

When you have your registration code, go to www.Naviance.com.

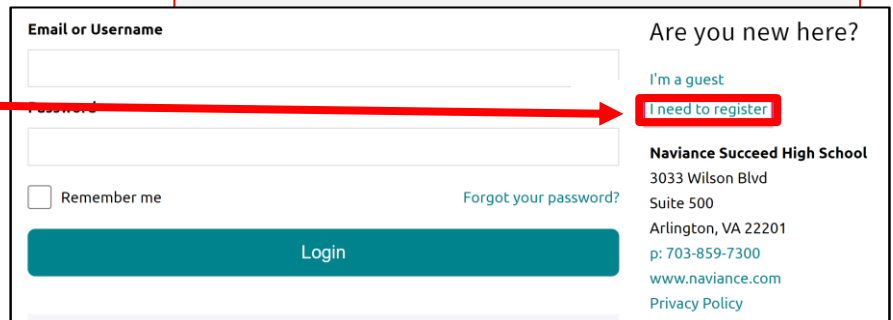
- Click on **SIGN IN**
- Then select **Students & Families**



- Enter the zip code for your student's school.

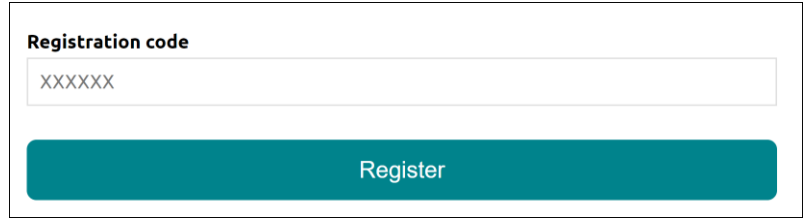


- Click on **I need to register.**



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

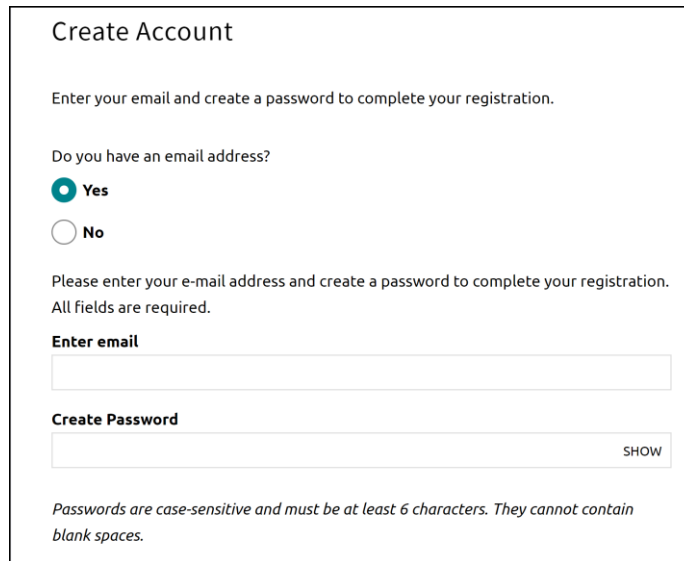


Registration code

Register

The Create Account page displays.

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. If you forget your password, a link to reset it will be sent to the e-mail address that you provide. Only you will have access to your password.



Create Account

Enter your email and create a password to complete your registration.

Do you have an email address?

Yes

No

Please enter your e-mail address and create a password to complete your registration.
All fields are required.

Enter email

Create Password

SHOW

Passwords are case-sensitive and must be at least 6 characters. They cannot contain blank spaces.

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

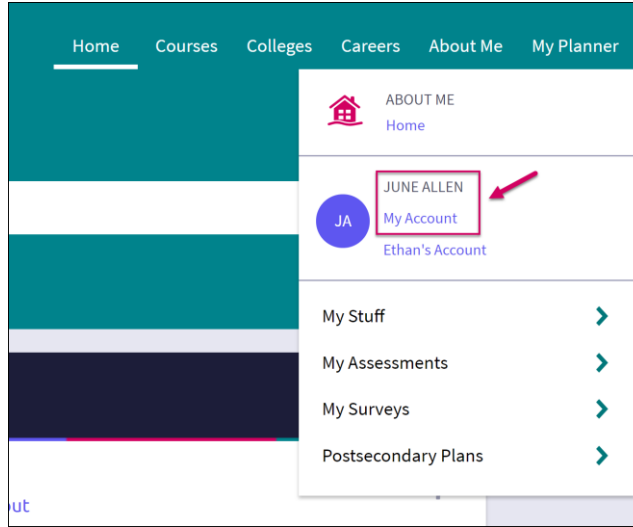
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Parent Tasks

Editing General and Security Information

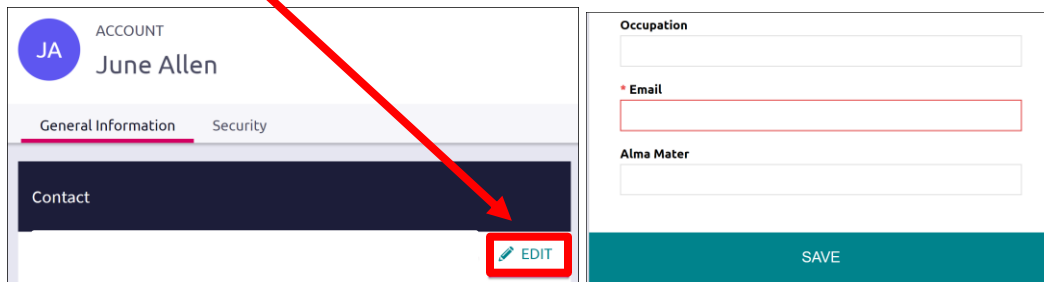
If you choose, you can edit your own personal and demographic information, as well as your user name and password in Naviance Student. To do this:

- Click the **About Me** menu drop-down and select **My Account** under **your name**. *Do not select your child's account.*



The screen display will be your **General Information** tab.

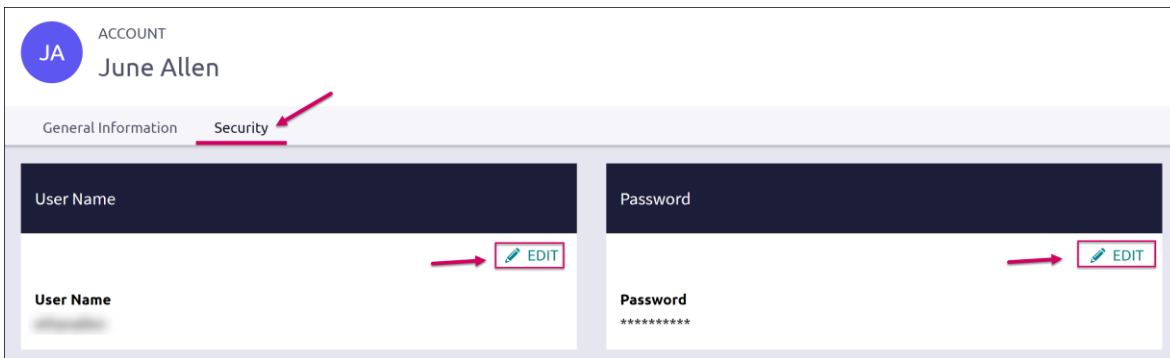
From **General Information**, click **Edit** to change personal information such as address, phone number, and email.



Enter the new information and click **Save**.

Click on the **Security** tab.

Use **Edit** under either **User Name** or **Password** to make desired changed, and then **Save**.



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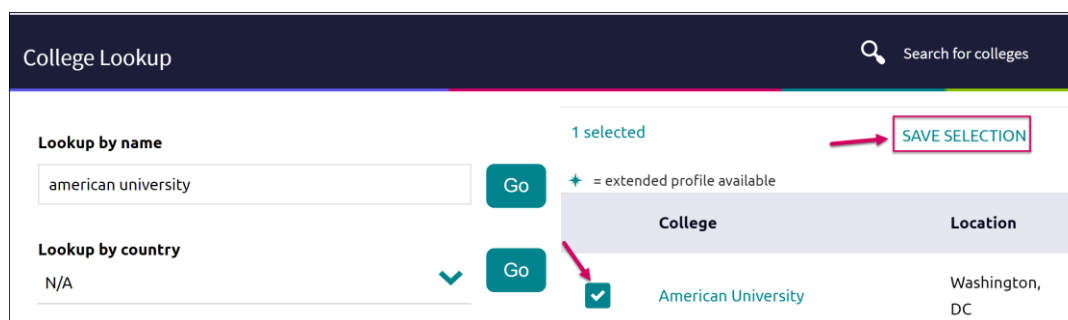
Adding a College to your Child's Colleges I'm Thinking About List

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:

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



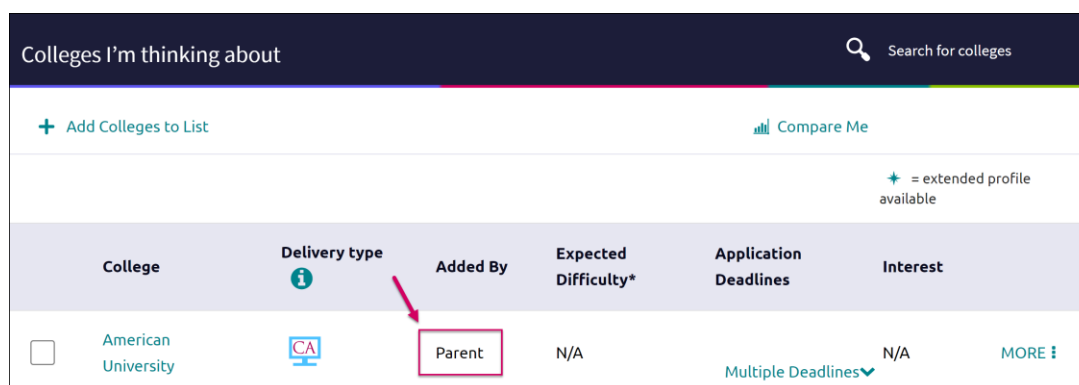
- Click **Search**.
The College Lookup displays with your search results. You can further refine or change your search options.
Check the **box** next to the school you would like to add to your student's list.
Click **Save Selection**.



- Click **Finished Searching**.

The college is added to the list.

- 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.



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 video tutorial.

https://www.screencast.com/users/Hobsons_Naviance/folders/Naviance%20Student/media/c816c279-8f1f-44bc-854c-830f940de62d/