Naviance Student for Parents/Gaurdians

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

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

https://student.naviance.com/virtualacad

Navigating in Naviance Student

Once you are logged into Naviance Student, most of your experience will be view only.

Static Toolbar

1. **Favorites**: View a list of your students' favorite lists.
2. **Student Drop-Down**: If you have more than one student in a school or district, use the drop-down to switch to the other students' account.
3. **Leave Feedback**: Want to share some thoughts on Naviance? Use the Leave Feedback icon to take a survey about the Naviance experience.
4. **Email Inbox & Notifications**: Your Naviance account has its own inbox to receive messaging directed to you as a parent or guardian. However, you will also receive messages that were to your students if the school has sent a message to both "students and parents".
5. **About Me**: Use this drop-down to view account information and review items such as your student's resume, journal and surveys.
6. **Log Out**: Log out of Naviance Student.

Menus

The Naviance Student menus are mobile-responsive and will adjust based on the device you are using. Select a menu to see the additional features available.

Mobile	Desktop
∨ Self-Discovery ∨ Courses ∨ Careers ∨ Colleges ∨ Planner ∨ ❤ Favorites ∨ (EA) About Me Logged in as Ethan Allen LOGOUT	**Home** Self-Discovery Courses Careers Colleges Planner The menu options you have visible may change based on the sections available at your school.

Naviance Student Sections

The following menus and sections are available in Naviance Student based on your school's setup. Below are the common menu options followed by overviews of each section's home page and key features.

1. **Home**: Get a quick glance at your student's account, including a welcome message, important to-dos and tasks, your favorites, and new college visits and other events.

2. **Self-Discovery:** View the assessments your student has (or can) take to help them learn more about themselves and their potential career interests.

3. **Courses**: Students can use this section to manage their course plans, including required credits and other important criteria laid out by the school or district. Parents can view the course catalog. view/add to their student's course plan, and approve course plans, if necessary.

4. **Careers**: Explore careers and work-based learning opportunities, access our Roadtrip Nation videos to learn more about different career and professional pathways, and view a list of your students' favorite careers, clusters and pathways.

5. **Colleges**: Search for and discover college possibilities. View your students' favorites lists in relation to colleges they are thinking about and those that they are applying to.

6. **Planner**: View your students' goals, to-dos, and tasks. Tasks are assigned by the school.

Parent/Guardian Actions in Naviance Student

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

Naviance Student provides a location for students to save (Favorite) 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 or guardian, 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 ∨	🔍 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(s) you would like to add to your student's list.
4. Select **Favorite**.

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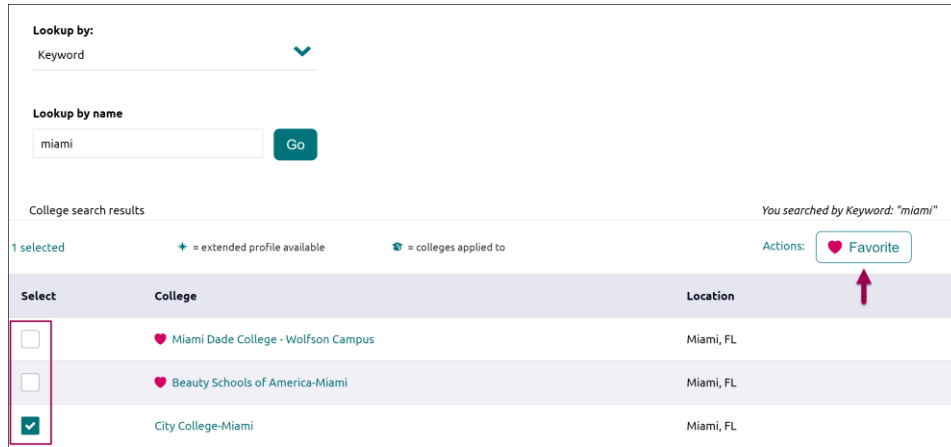

5. To review the add, click the **Colleges** menu and select **Colleges I'm Thinking About** from the drop-down menu.

   *Your student's list will display. You can see the item you have added by looking to the Added By column.*
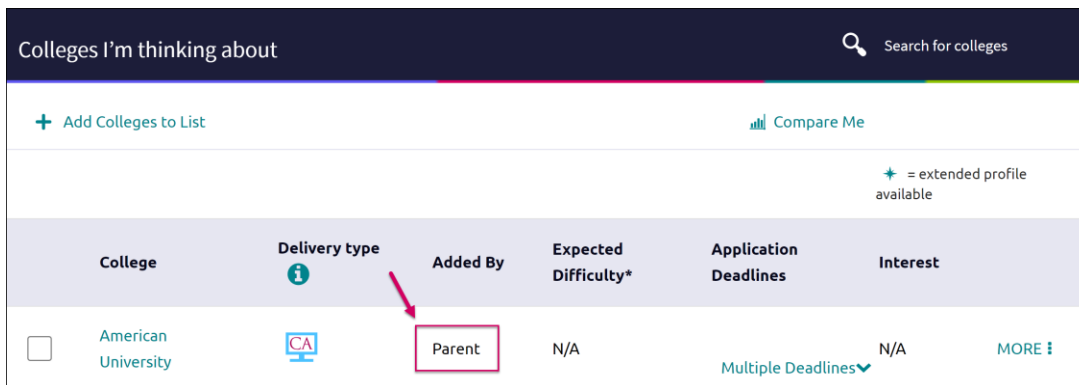
Accessing and Changing Account Information

1. From your account, select **About Me** and then **My Account** to view your account information. Your student's account information can be viewed as well.
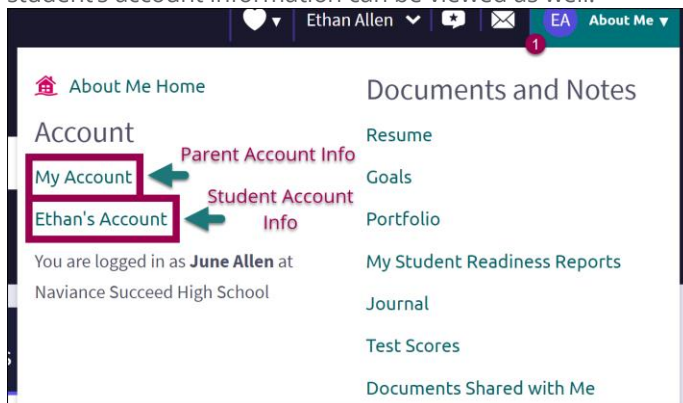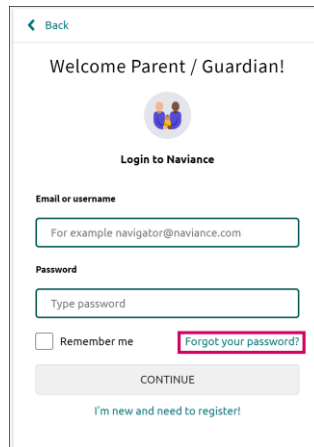
2. Account information is broken in to two tabs: **General Information** and **Security**.

3. If the **Edit** option is available on either tab, it means you have permissions to change the connected data. Permissions will vary by school. Be sure to use the **SAVE** option any time you use the edit feature to make changes.
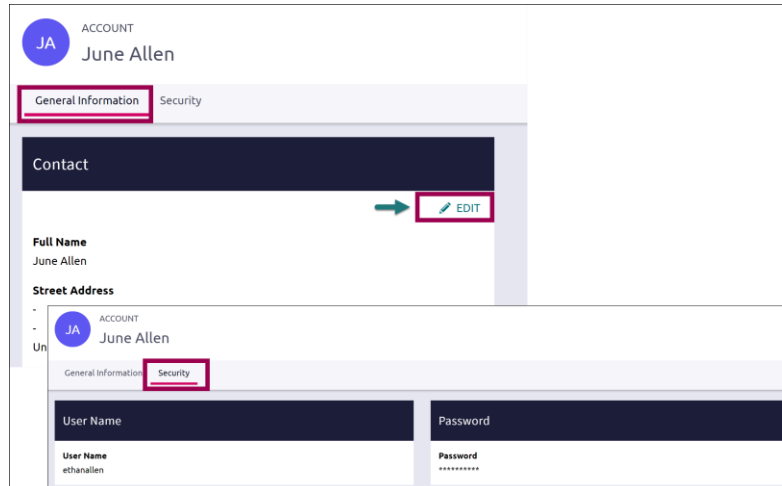
Reset Password using Forgot Password Link

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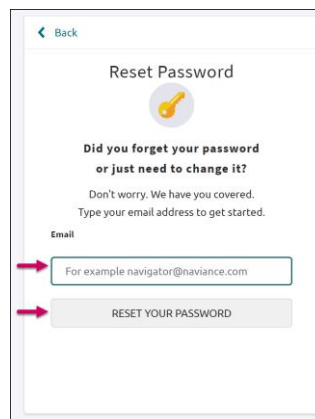
Step 2

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.