

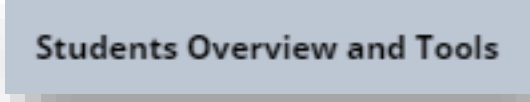
Naviance Course Planner

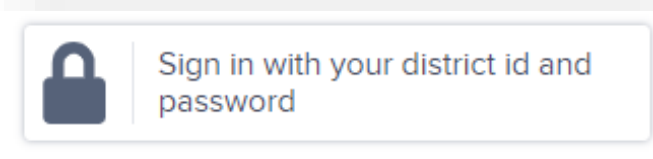
Staff Account Resources

I Am A New Admin,
Counselor, Or Teacher...

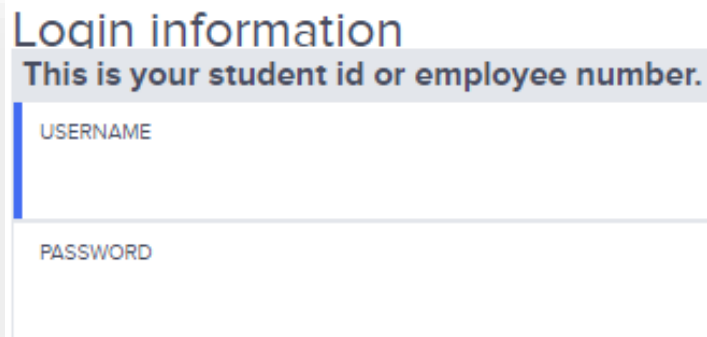
Logging in to Naviance

1. Go to your high school website

2. Go to   

3. Click   

4. Log in with your district ID# and password

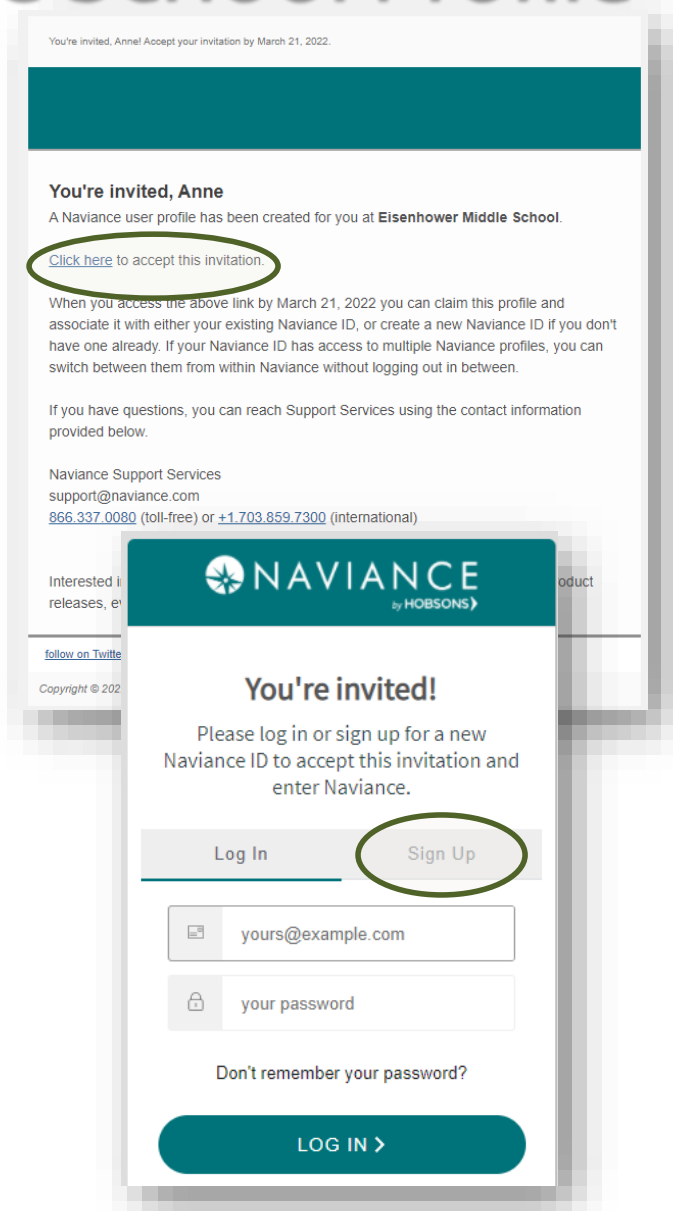


Login information
This is your student id or employee number.

USERNAME
PASSWORD

Set Up Your Middle School Profile

1. Accept all invitations in Outlook for **Naviance Support Services**
2. Click **Sign up** on the first one and log in with your district ID# and create a password.
*(*This is only to add the middle school to your profile.)*
3. For each additional invite, just log in with email & password.



Access Middle School Profiles

To switch between your primary Naviance account and your middle school log in, follow these steps:

1. Log into Naviance at your primary school location using the button located in Student Tools



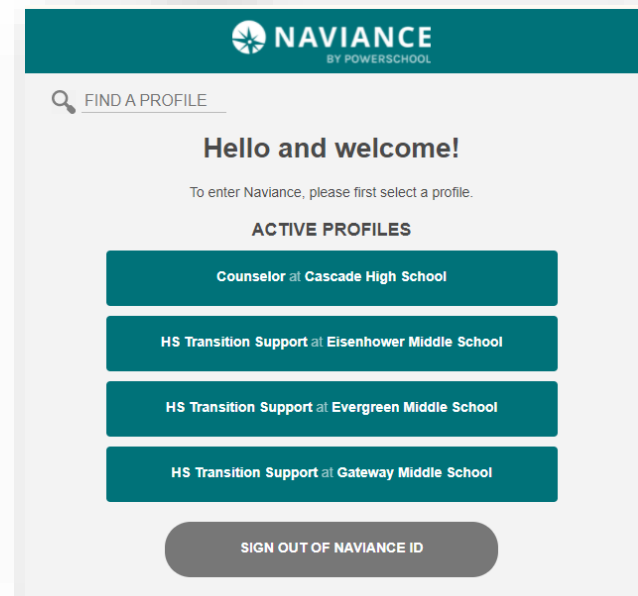
2. Click the gear icon in the upper-right corner



3. Click **Switch Profile**

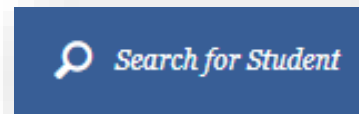
Switch Profile

4. Select the profile for the school you will be doing transition meetings with that day.



Locate the Student Course Plan

1. At the middle school, click **Search for Student** in the upper right corner.

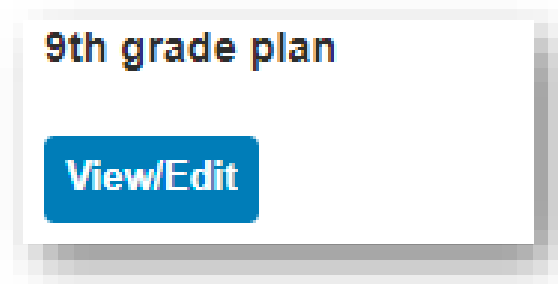


2. Type in the student's **last** name
3. Select the student from the search results

4. On the left-side menu click **Courses**



5. Click the **View/Edit** button to access the student course plan in the staff mode.

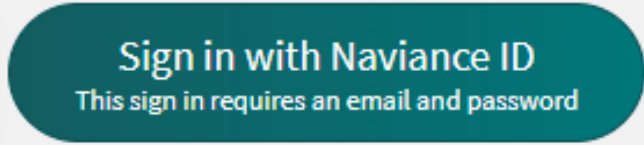


I Am A New High School
Support Staff Member...

Logging in to Naviance

1. In a browser go to <https://id.naviance.com/>

2. Click

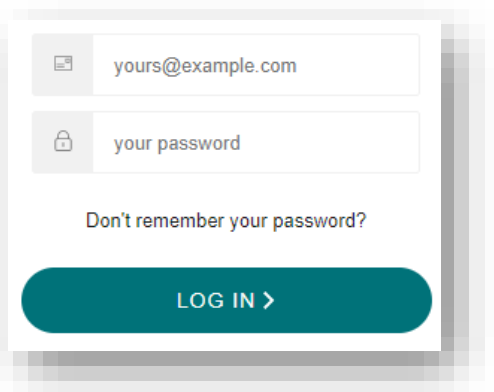


Sign in with Naviance ID
This sign in requires an email and password

3. Log in with your district email address and the password you created.

(*If you **have not** ever logged in to Naviance before, please email naviance@everettsd.org to set up your Naviance ID account.)

*Add the URL to your **favorites** ★



yours@example.com

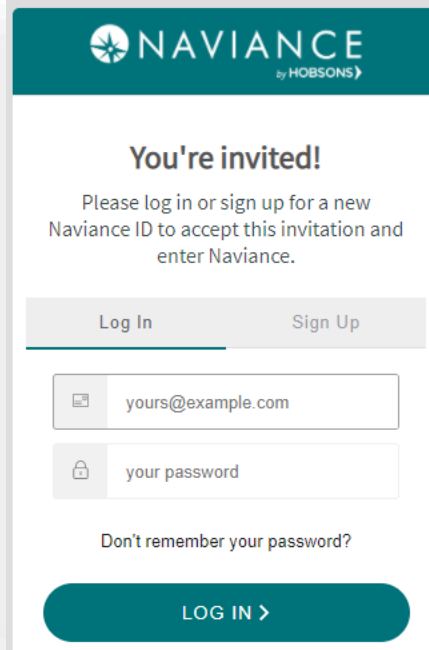
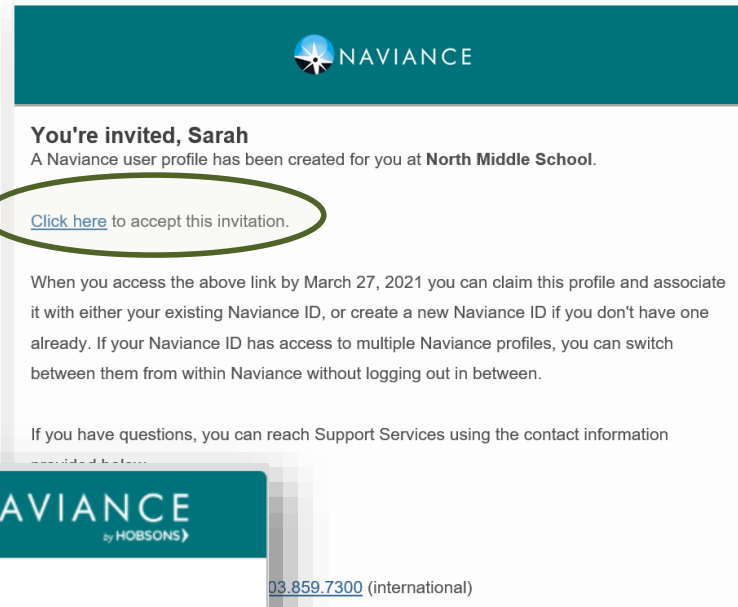
your password

Don't remember your password?

LOG IN >

Access Your Middle School Profile

1. Accept all invitations in Outlook for **Naviance Support Services**
2. Log in with your Naviance ID and password.



Access Middle School Profiles

To switch between your primary Naviance account and your middle school log in, follow these steps:

1. Log into Naviance at your primary school location

2. Click the gear icon in the upper-right corner

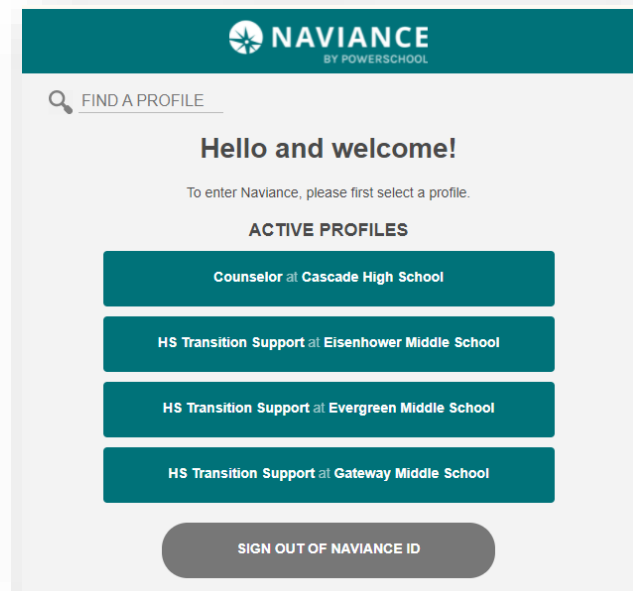


3. Click **Switch Profile**

A white rectangular button with a thin grey border and a subtle drop shadow, containing the text "Switch Profile" in a grey sans-serif font.

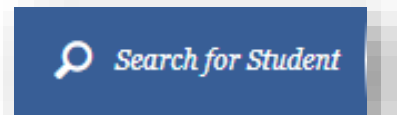
Switch Profile

4. Select the profile for the school you will be doing transition meetings with that day.



Locate the Student Course Plan

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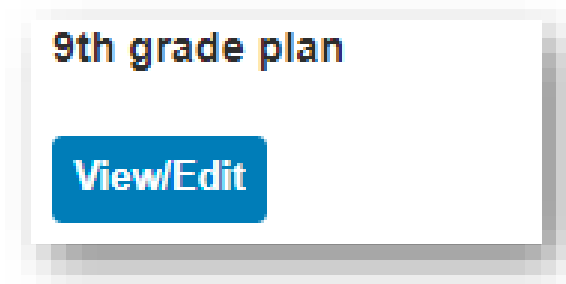


2. Type in the student's **last** name
3. Select the student from the search results

4. On the left-side menu click **Courses**



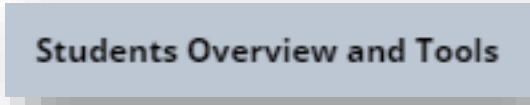
5. Click the **View/Edit** button to access the student course plan in the staff mode.

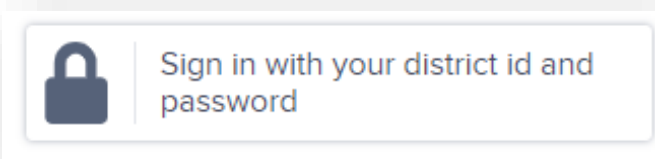


I Am A Returning Admin,
Counselor, Or Teacher...

Logging in to Naviance

1. Go to your high school website

2. Go to   

3. Click   

4. Log in with your district ID# and password

Login information

This is your student id or employee number.

USERNAME

PASSWORD

Access Middle School Profiles

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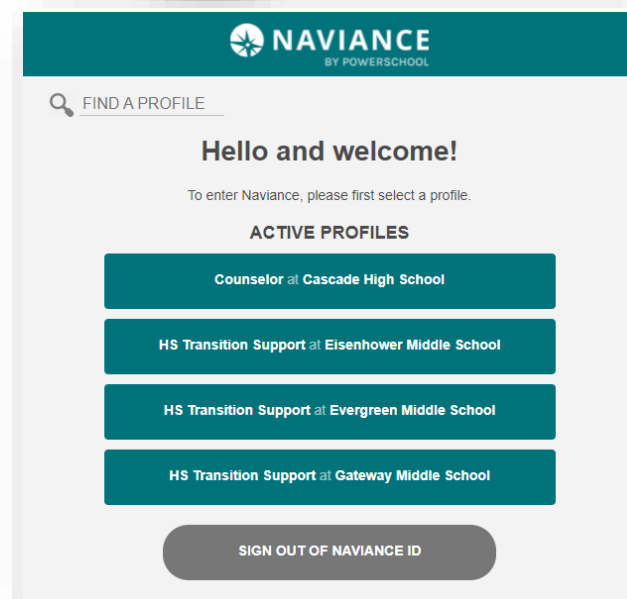
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3. Click **Switch Profile**

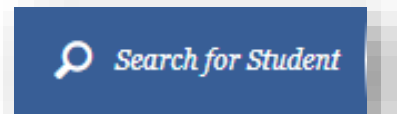
Switch Profile

4. Select the profile for the school you will be doing transition meetings with that day.



Locate the Student Course Plan

1. At the middle school, click **Search for Student** in the upper right corner.



2. Type in the student's **last** name
3. Select the student from the search results

4. On the left-side menu click **Courses**



5. Click the **View/Edit** button to access the student course plan in the staff mode.

