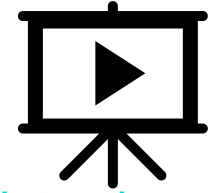


NAVIANCE COURSE PLANNER STAFF RESOURCES

I AM A PRINCIPAL,
COUNSELOR OR TEACHER...

Logging in to Naviance



[Click to play video](#)

1. Go to your high school website

2. Go to **STUDENTS** → **Students Overview and Tools**

3. Click  →  Sign in with your district id and password

4. Log in with your district ID# and password

Login information

This is your student id or employee number.

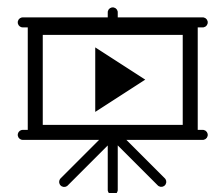
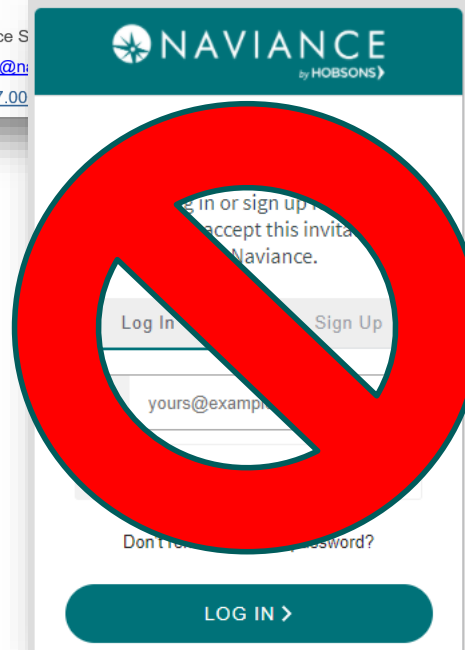
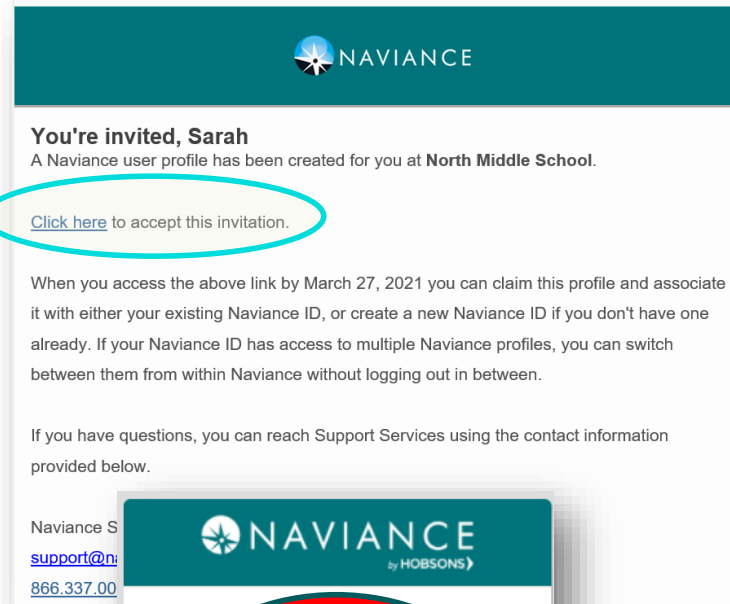
USERNAME

PASSWORD

Set Up Your Middle School Profile

1. Accept all invitations in Outlook for **Naviance Support Services**
2. You **do not** need to set up a Naviance ID account because we use Clever to log in.

(*Exit the tab in the browser and go back to sign in using the Naviance button)



[Click to play video](#)

Access Middle School Profiles



[Click to play video](#)

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



Switch Profile

Q FIND A PROFILE

Hello and welcome!

To enter Naviance, please first select a profile.

You have 6/70 profiles.

ACTIVE PROFILES

District Site Manager at Everett Public Schools

HS Transition Support at Eisenhower Middle School

HS Transition Support at North Middle School

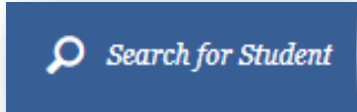
HS Transition Support at Heatherwood Middle School

HS Transition Support at Evergreen Middle School

HS Transition Support at Gateway Middle School

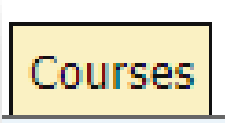
Locate the Student Course Plan

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

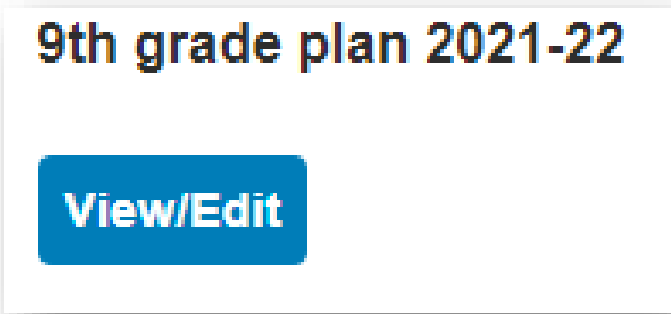
A blue rectangular button with a magnifying glass icon on the left and the text "Search for Student" in white.

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

4. Click the **Courses** tab

A yellow rectangular button with a black border and the text "Courses" in black.

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

A white rectangular box with a shadow. Inside, at the top, is the text "9th grade plan 2021-22" in bold black font. Below it is a blue rectangular button with the text "View/Edit" in white.

I AM A HIGH SCHOOL
SUPPORT STAFF MEMBER...

Logging in to Naviance



[Click to play video](#)

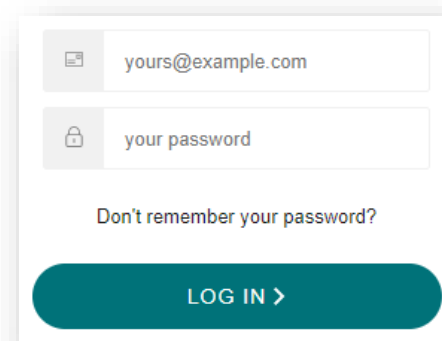
1. In a browser go to <https://id.naviance.com/>

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 Sarah Pewitt to set up your Naviance ID account.)*

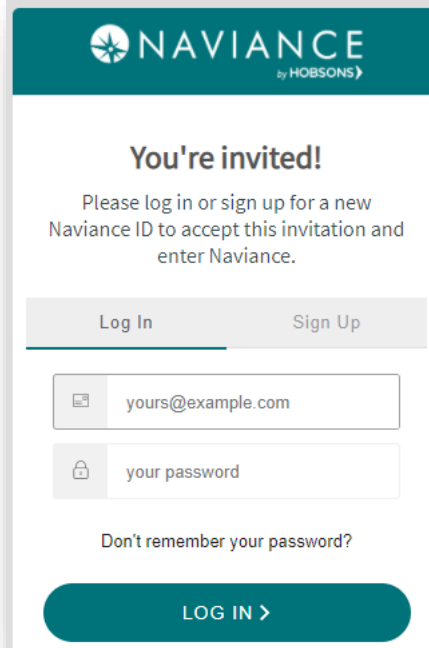
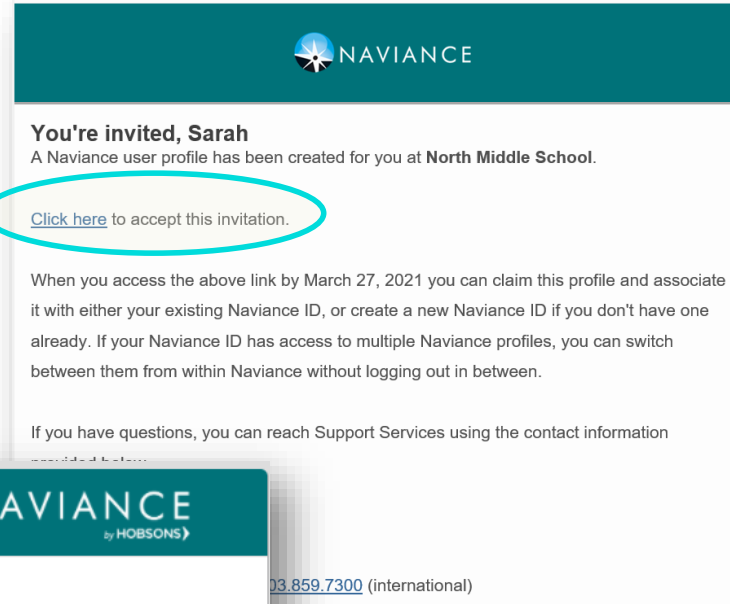


The screenshot shows a login interface with two input fields. The first field is for an email address, with the placeholder text 'yours@example.com'. The second field is for a password, with the placeholder text 'your password'. Below the password field is a link that says 'Don't remember your password?'. At the bottom of the form is a teal button with the text 'LOG IN >'.

*Add the URL to your **favorites** ★

Access Your Middle School Profile

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



[Click to play video](#)

Access Middle School Profiles



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

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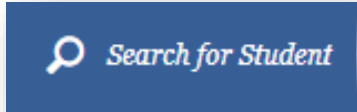
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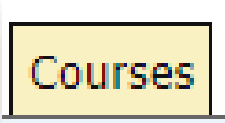
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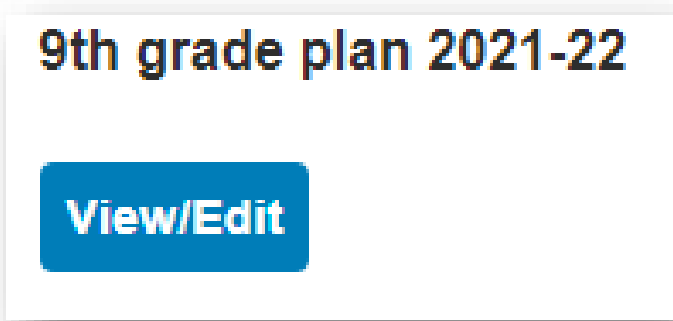
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A white rectangular box with a shadow. Inside, at the top, is the text "9th grade plan 2021-22" in bold black font. Below it is a blue rectangular button with the text "View/Edit" in white.

8TH GRADE TRANSITION ROLE PLAY VIDEOS

Example 8th Gr. Transition Conferences

Role Play Video #1: Student/parent and staff member
(Please do not show this to students per my daughter)

Role Play Video #2: Student only with no plan created

8TH GRADE TRANSITION STUDENT LESSON & VIDEOS

8th Gr. Transition Student Materials

- 8th Grade Transition Lesson
 - Video 1 - Introduction
 - Video 2 - Course Catalog
 - Video 3 - Naviance Course Planner Tool
 - Video 4 - English Courses
 - Video 5 - Math Courses
 - Video 6 - Science Courses
 - Video 7 - Health & Physical Education Courses
 - Video 8 - Elective Courses
- 9th Gr. Elective Courses Document
 - Video 9 - Alternate Course Requests