Naviance Course Planner

Staff Account Resources
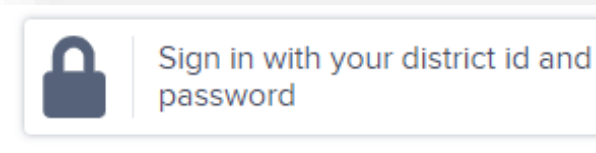
I Am A <u>New</u> Admin, Counselor, Or Teacher…
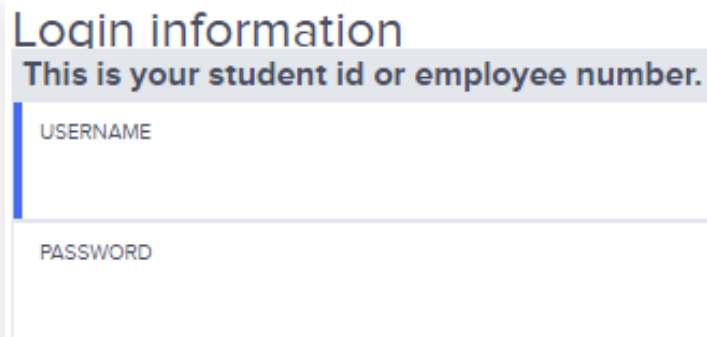
Logging in to Naviance

1. Go to your high school website

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

3. Click 🔅 **NAVIANCE** → 🔒 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. 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.
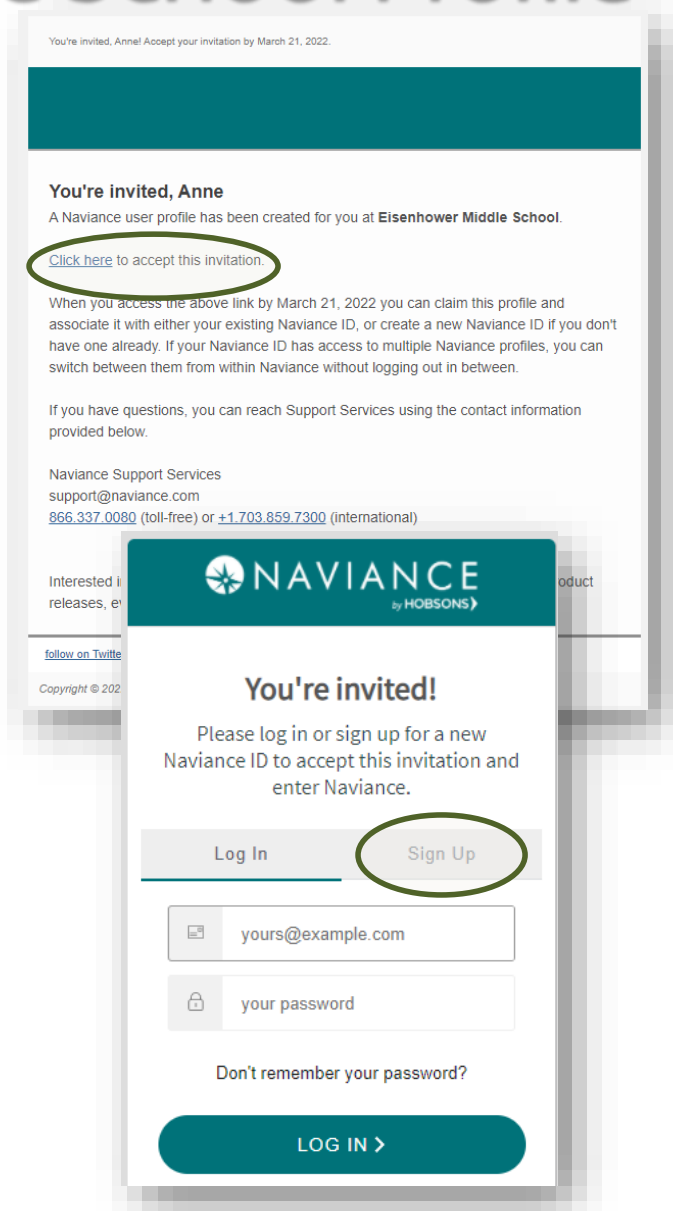
Access Middle School Profiles

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
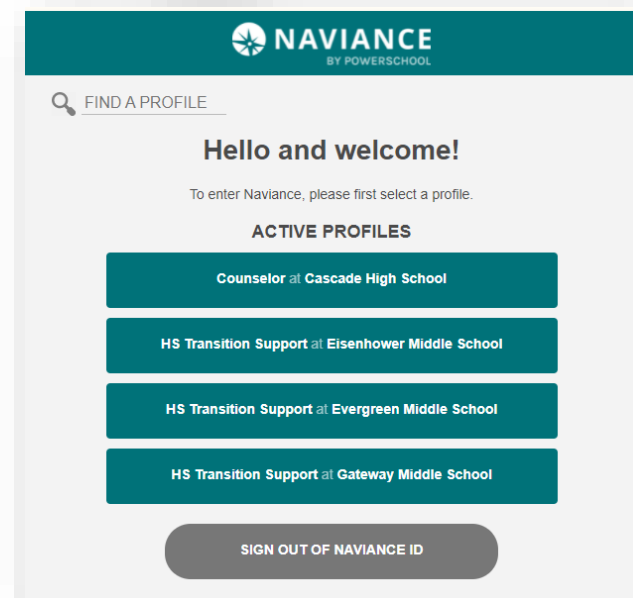
2. Click the gear icon in the upper-right corner
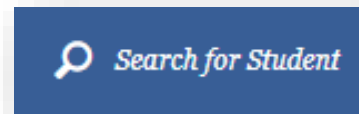
3. Click **Switch Profile**

   Switch Profile

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

NAVIANCE
BY POWERSCHOOL

Q FIND A PROFILE

Hello and welcome!

To enter Naviance, please first select a profile.

ACTIVE PROFILES

Counselor at Cascade High School

HS Transition Support at Eisenhower Middle School

HS Transition Support at Evergreen Middle School

HS Transition Support at Gateway Middle School

SIGN OUT OF NAVIANCE ID

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**

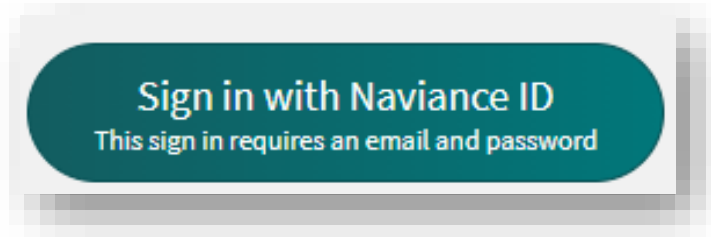5. Click the **View/Edit** button to access the student course plan in the staff mode.

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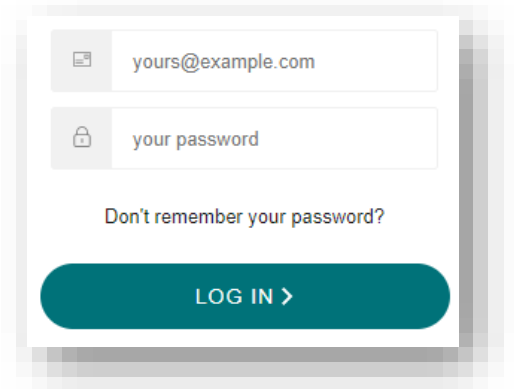
3. Log in with your district email address and the password you created.

   (*If you have not ever logged in to Naviance before, please email Sarah Pewitt to set up your Naviance ID account.)
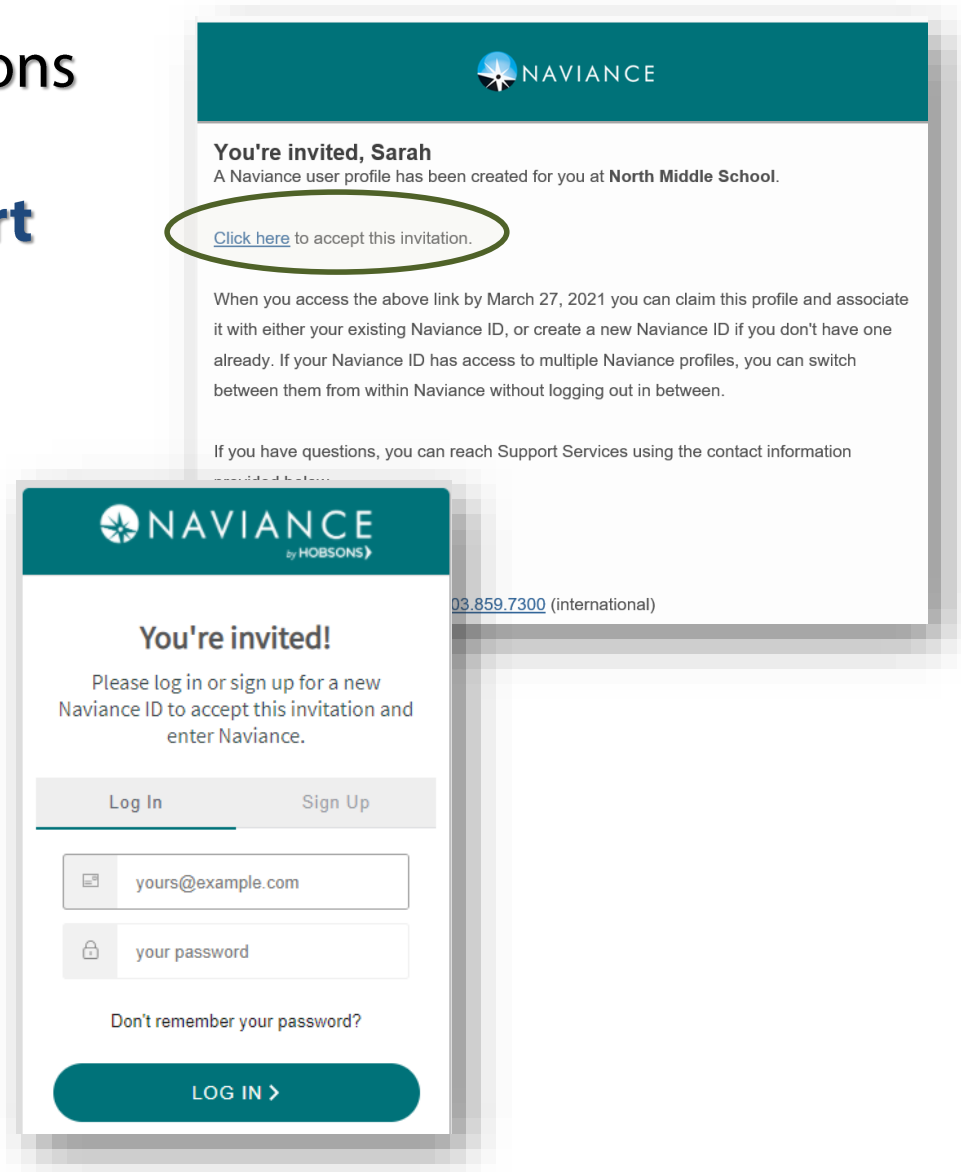
   yours@example.com

   your password

   Don't remember your password?

   LOG IN >

*Add the URL to your **favorites** ⭐

Access Your Middle School Profile

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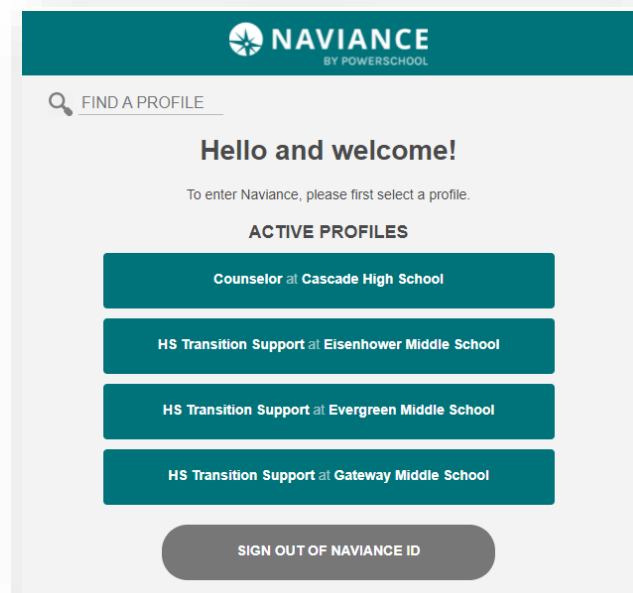
2. Log in with your Naviance ID and password.

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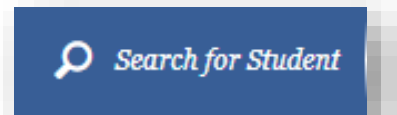
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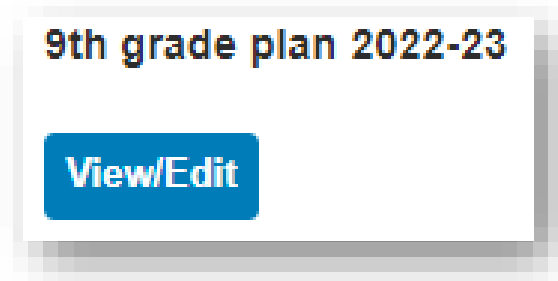

2. Type in the student's **last** name

3. Select the student from the search results

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

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   9th grade plan 2022-23
   View/Edit

I Am A <u>Returning</u> Admin, Counselor, Or Teacher…
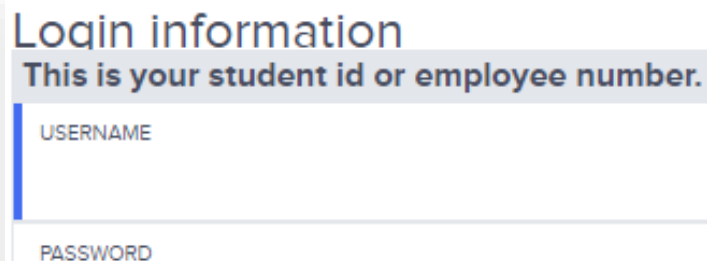
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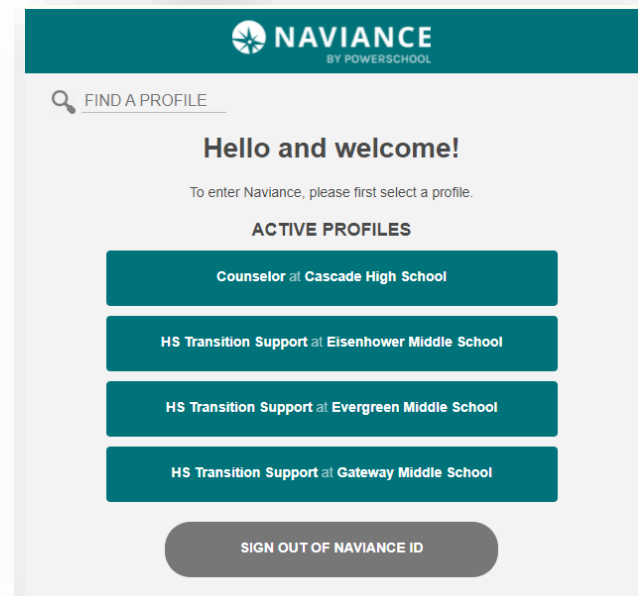2. Click the gear icon in the upper-right corner
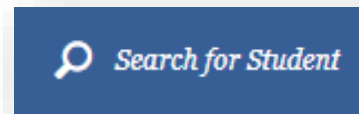
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