

Naviance Student for Parents Reference Guide

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, you are 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.

Logging In

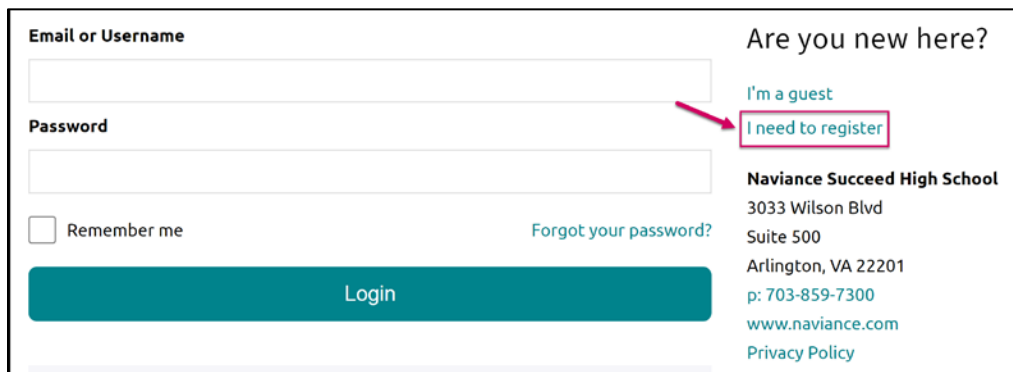
Your school will have provided you a Registration Code.

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

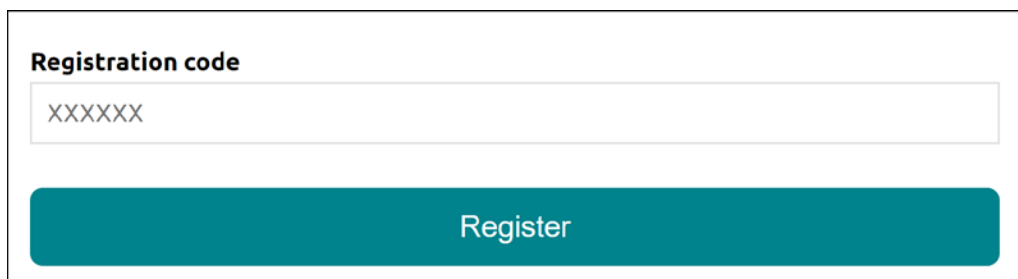
<https://student.naviance.com/hwrhs>

Registration Code

1. Your district should have sent you a **registration code** for use with Naviance Student.
2. Navigate to your school's URL.
3. Click on **I Need to Register**.



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



The Create Account page displays.

6. 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.

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.

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

Username/Password

Once you have created your username/password, go to the URL and use the fields to log in.

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 for students, check out all of the reference guides on our Naviance web page.

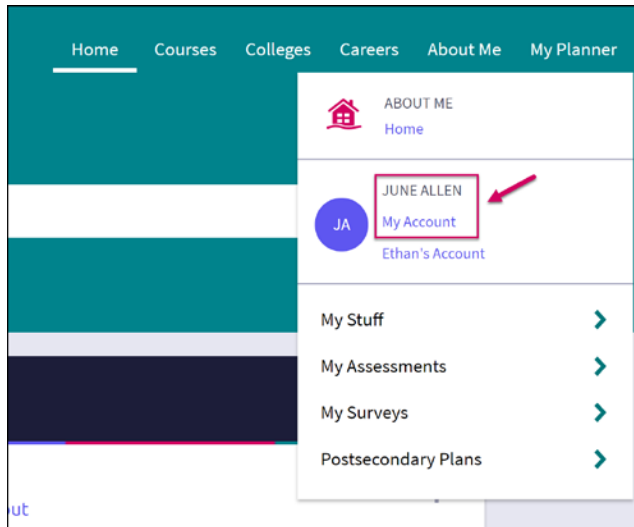
<https://hwrhs.hwschools.net/page.cfm?p=2022>

Parent Tasks

Editing General and Security Information

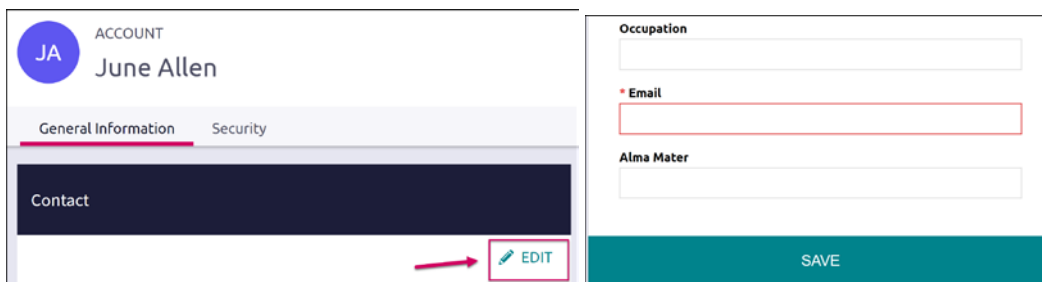
You can edit your own personal and demographic information, as well as your user name and password in Naviance Student. To do this:

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

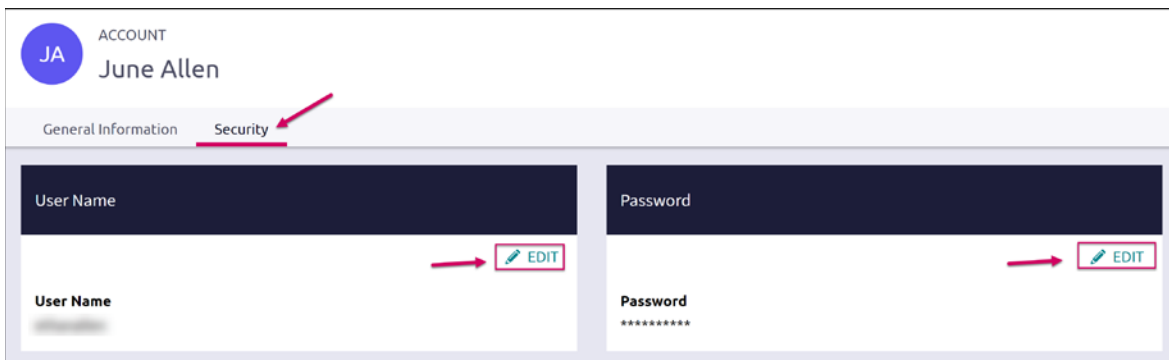


The account screen displays, and you are on the General Information tab by default.

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



3. Enter the new information and click **Save**.
4. Click on the **Security** tab.
5. Use **Edit** under either **User Name** or **Password** to make desired changes, and then **Save**.



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, you can add to this list for your child, however, once added, only your child can remove the college from their list.

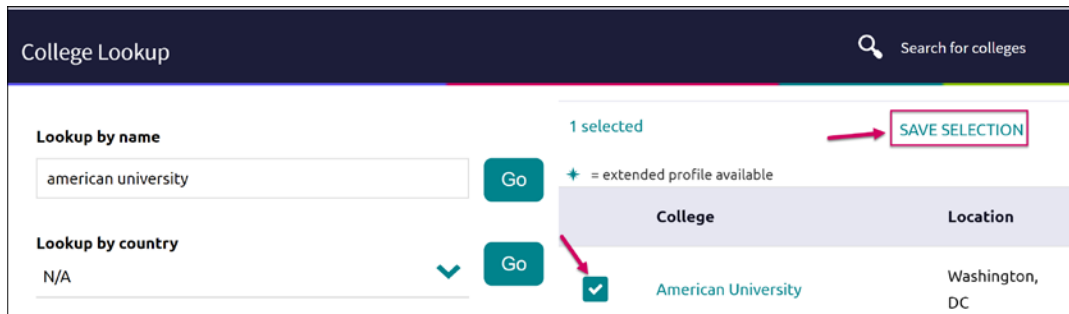
To add a college:

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



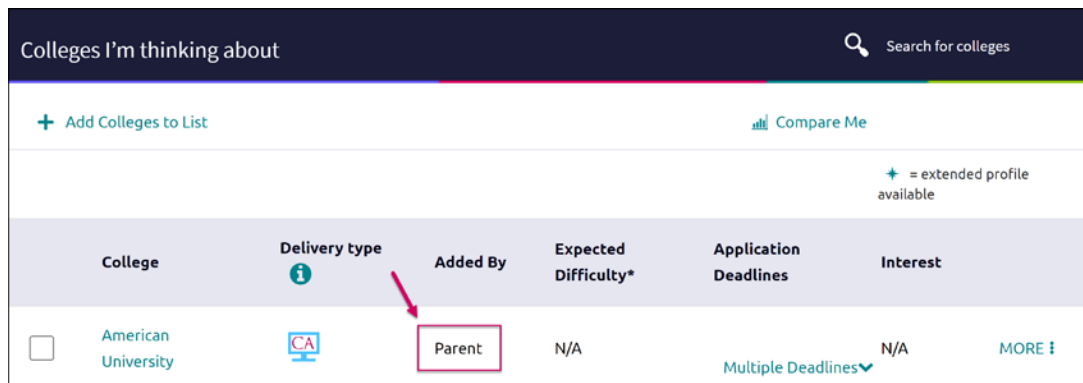
The screenshot shows the top navigation bar of the Naviance Student interface. On the left, it says "Welcome, Ethan!". In the center, there is a search bar labeled "Search for Colleges" with a dropdown arrow and a search icon. The search bar contains the text "Type a college name". To the right of the search bar is a red "SEARCH" button.

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 you would like to add to your student's list.
4. Click **Save Selection**.



The screenshot shows the "College Lookup" page. At the top, there is a search bar with "Search for colleges". Below it, there are two search options: "Lookup by name" and "Lookup by country". The "Lookup by name" field contains "american university" and has a "Go" button. The "Lookup by country" field contains "N/A" and has a "Go" button. To the right, there is a "1 selected" indicator and a "SAVE SELECTION" button. Below this, there is a table with columns "College" and "Location". The table contains one row: "American University" in the "College" column and "Washington, DC" in the "Location" column. A red arrow points to the "SAVE SELECTION" button, and another red arrow points to a checkmark box next to the "American University" row.

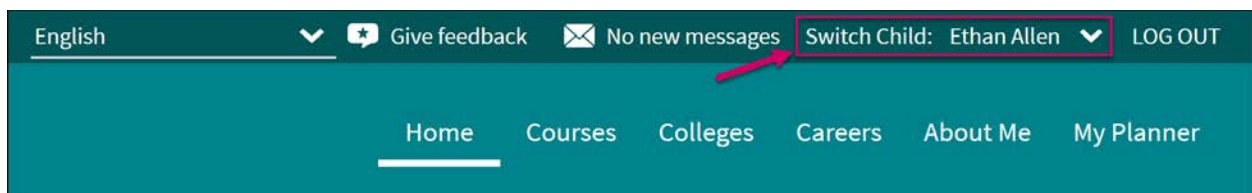
5. Click **Finished Searching**.
The college is added to the list.
6. To review the add, click the **Colleges** menu and select **Colleges I'm Thinking About** from the drop-down menu.
Your student's list will display. You can see the item you have added by looking to the Added By column.



The screenshot shows the "Colleges I'm thinking about" page. At the top, there is a search bar with "Search for colleges". Below it, there are two buttons: "+ Add Colleges to List" and "Compare Me". Below these buttons, there is a table with columns: "College", "Delivery type", "Added By", "Expected Difficulty*", "Application Deadlines", and "Interest". The table contains one row: "American University" in the "College" column, "CA" in the "Delivery type" column, "Parent" in the "Added By" column, "N/A" in the "Expected Difficulty*" column, "Multiple Deadlines" in the "Application Deadlines" column, and "N/A" in the "Interest" column. A red arrow points to the "Parent" cell in the "Added By" column. There is also a "MORE" button at the end of the row.

Switching Between Children

If you have more than one child in the district using Naviance Student, you can use the **Switch Child** drop-down to change the student account you are viewing.



The screenshot shows the top navigation bar of the Naviance Student interface. On the left, it says "English" with a dropdown arrow. In the center, there are two buttons: "Give feedback" and "No new messages". To the right of these buttons is a dropdown menu labeled "Switch Child: Ethan Allen" with a dropdown arrow. To the far right is a "LOG OUT" button. Below the navigation bar, there is a menu with items: "Home", "Courses", "Colleges", "Careers", "About Me", and "My Planner". A red arrow points to the "Switch Child: Ethan Allen" dropdown menu.

