

Steps for Providing Access Code to Parents (All Counselors have access to do this)

Step 1: Click on “Students” once you are logged into Naviance. Click on “Student Roster” to select the student to obtain the access code the parent is requesting.

The screenshot shows the Naviance dashboard. The top navigation bar includes 'Students', 'Planner', 'Scholarships', 'Colleges', 'Careers', 'Connections', and 'Analytics'. A red arrow points to the 'Students' link. A dropdown menu is open under 'Students', with another red arrow pointing to 'Student Roster'. The main content area shows 'Middle School :: HAMPTON, GA :: U.S.' and a 'Student Roster' section. There are also sections for 'Product Launches' and 'Professional Services'.

Step 2: Select the grade level. Click on the letter of the student’s last name.

The screenshot shows the 'Find Students' page. The 'Browse by grade/class' dropdown is set to 'class of 2027 (grade 8)'. A red arrow points to the 'Class of 2027' dropdown. Another red arrow points to the 'A' column header in the student roster table. The table lists students with their last names and first names, and a column for the year '2027'. A 'Show Me How' button is visible on the right side.

Step 3: Once you are on the student profile page, scroll down to Naviance Student. Under the “Parents” section, click on “Register”. Copy the Username and Temporary Password and email it to the parent. The parent should also get an email from Naviance about the registration process. If it shows no registration code, the site manager will need to activate the codes for that grade level.

The screenshot shows the Naviance Student profile page. The top navigation bar includes the Naviance logo and links for Students, Planner, Scholarships, Colleges, Careers, Connections, and Analytics. A search bar is on the right. The main content area is divided into sections: NAVIANCE STUDENT, Student, Parents, and SCHOOLS ATTENDED. The Student section shows registration status as 'Registered' with links to 'freeze account', 'edit username', and 'Reset password'. The Parents section shows 'Reynelda Ball' with a 'Not Registered' status and a 'Register' button, which is highlighted by a red arrow. The SCHOOLS ATTENDED section shows 'N/A' and a 'Notes' section.

Mobile: (770)882-9663
jumpstarthhs.rbball@gmail.com

NAVIANCE STUDENT

Student

Registration Status: **Registered** [freeze account](#)
Username: **213666** [edit username](#)
Password: **no password!** [Reset password](#)
Number of Visits: **1**
Last visit: **March 22, 2022**

Parents

Reynelda Ball
Registration Status: **Not Registered**
Registration Code: **mhvf6wyu57** [Register](#)

SCHOOLS ATTENDED [add](#)
N/A

NOTES

[Show Me How](#)