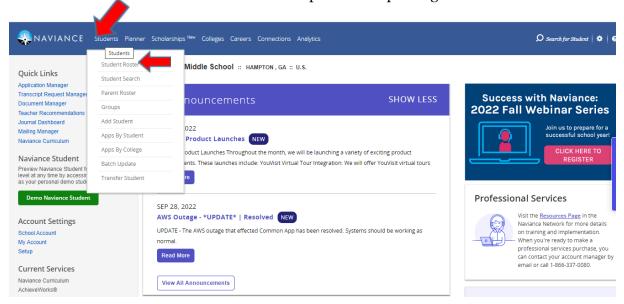
Steps for Providing Access Code to Parents (All Counselors have access to do this)

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.



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



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.

