

# Naviance Student for Parents Reference Guide

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## Overview

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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, depending on your school's permissions, you may be 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

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If you already have a username and password for Family Connection, you can use it to log in to Naviance Student.

If you are new to Naviance, you should have received an email with your username and instructions. If you have not, please contact the Guidance office at 732-321-8750.

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

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

### Username/Password

If you were already provided or have created your username/password, go to the URL and use the fields to log in.

## Navigating in Naviance Student

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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 in Naviance Student, visit the [MHS School Counseling Website](#)

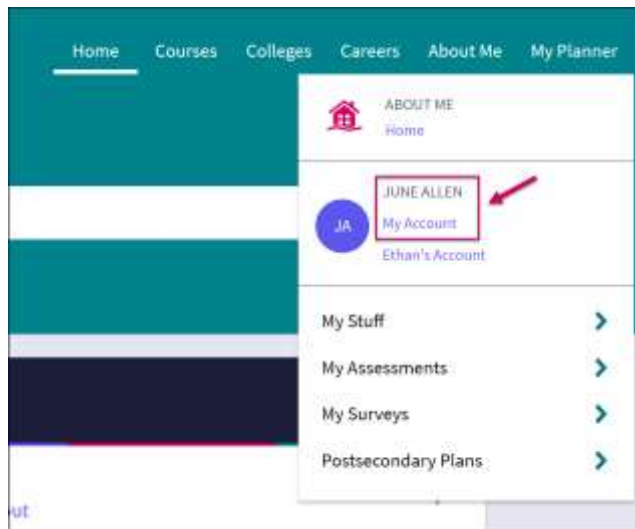
## Parent Tasks

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### Editing General and Security Information

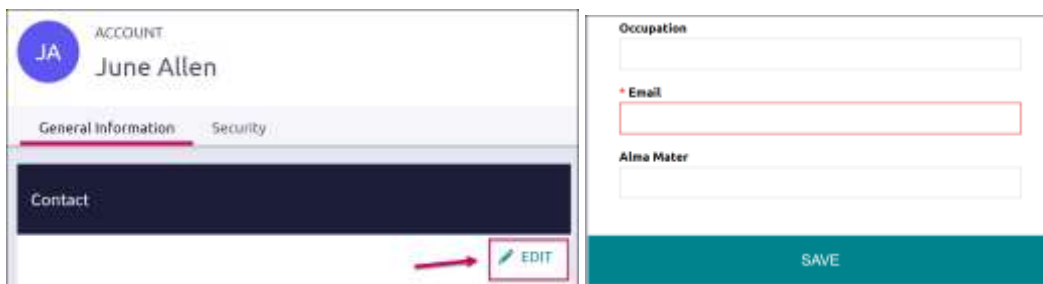
You can edit your own personal and demographic information, as well as your user name and password in Naviance Student. To do this:

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

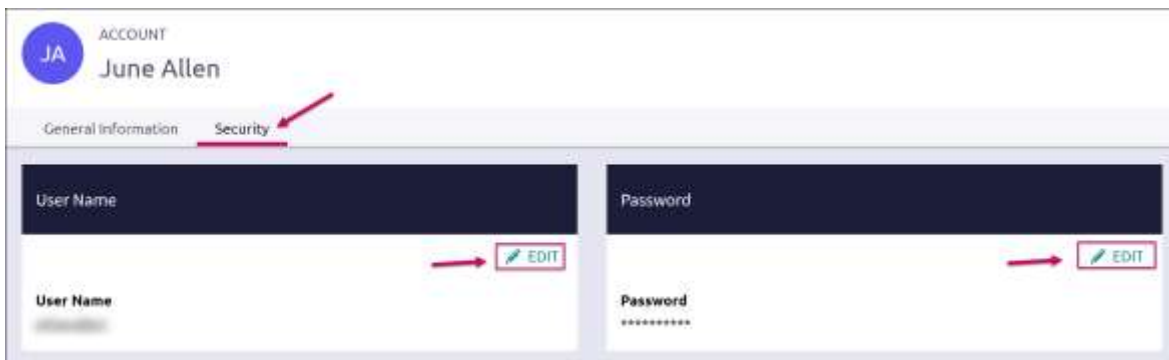


The account screen displays, and you are on the General Information tab by default.

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



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



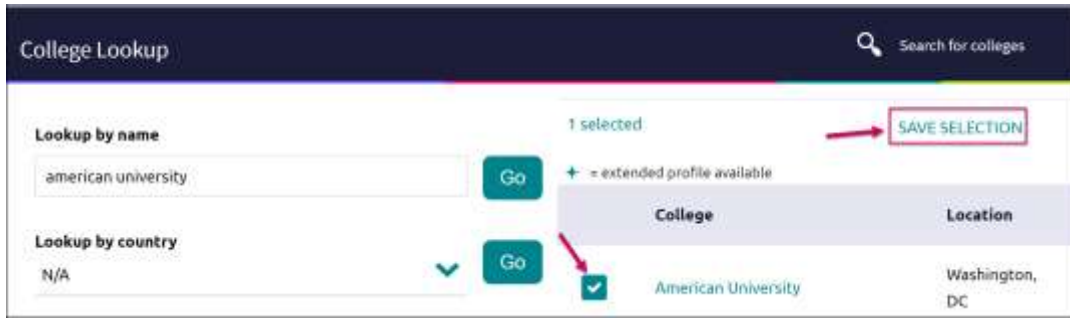
## Adding a College to your Child's Colleges I'm Thinking About List

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, depending on rights your school has provided, you can add to this list for your child. To do this:

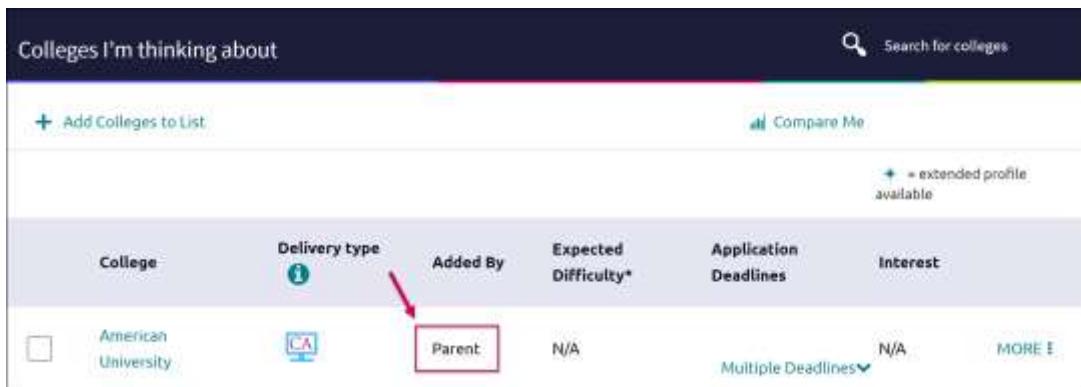
- From the *Home* page, use the **Search for Colleges** field to enter in the name of a school.



- Click **Search**.  
*The College Lookup displays with your search results. You can use this to further refine or change your search options.*
- Check the **box** next to the school you would like to add to your student's list.
- Click **Save Selection**.



- Click **Finished Searching**.  
*The college is added to the list.*
- 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.*



## 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.

