
Topic & Audience

Topic: Naviance ID Staff Login

Audience: Anyone with native login credentials for Naviance.

Please note that this does not apply to any single sign-on users; i.e., Clever and Google SSO.

Overview

What is it?

Naviance ID is the combination of an email address and password, and is part of the native login process for staff that:

- Is aligned to Industry Standards
- Eliminates the need for different account names
- Makes it easier than ever to switch between school accounts from within Naviance - no multiple logins to remember

The term **Naviance ID** refers to the combination of your email and password.

Claiming your Naviance ID

Naviance administrators are responsible for sending you an invitation to claim your account and your Naviance ID.

1. Upon receiving the email invitation, use the **Click here** link to accept the invitation.

The You're Invited dialog displays.

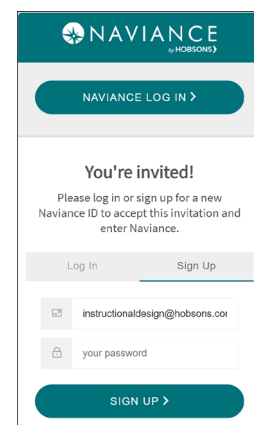
If too much time has passed from the initial invitation being sent out, you may need to request that your Naviance administrator resend the invitation.

2. If you are creating a **new** account, from the **Sign Up** tab, enter your **email address** (should be the same one the Naviance administrator associated with your account) and enter in your desired **password**. Click **Sign up**.

OR

If you are **adding an account** to an **existing** Naviance ID, from the **Log In** tab, enter your already created Naviance ID email and password. Click **Log in**.

You are now logged into Naviance.



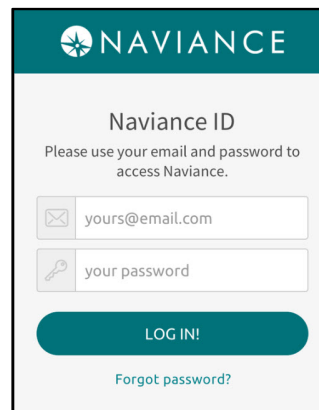
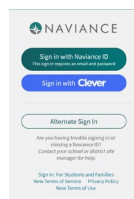
The screenshot shows the Naviance login page. At the top, there is a 'NAVIANCE LOG IN >' button. Below it, a dialog box titled 'You're invited!' is displayed. The dialog box contains the text: 'Please log in or sign up for a new Naviance ID to accept this invitation and enter Naviance.' There are two tabs: 'Log In' and 'Sign Up'. Under the 'Sign Up' tab, there are two input fields: one for the email address (pre-filled with 'instructionaldesign@hobsons.com') and one for the password (pre-filled with 'your password'). At the bottom of the dialog box, there is a 'SIGN UP >' button.

Logging In to Naviance with a Naviance ID

On your next log in from the Naviance login page (<https://id.naviance.com>). Remember that in order to log in you must have already claimed your account.

- From the Naviance login page ([www.id.naviance.com](https://id.naviance.com)), click **Sign in with Naviance ID**.
- Enter your **Naviance ID** (email and password combo), and then click **Log In**.

You are now logged in to Naviance. If you have claimed additional profiles, you may have to select the profile to enter before being logged in to Naviance.



Switching Between Profiles

With the new Naviance ID Log In, your initial account is created, and if you claim additional profiles (created by Naviance administrators), you can switch between them from Naviance.

The initial account profile created is based on the account your administrator first uses to set up your Naviance ID. When administrators create new accounts for you, and you claim them with the same Naviance ID, they are automatically placed on your switch profile page.

Switching Between Profiles

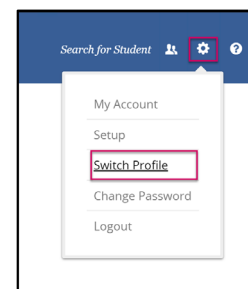
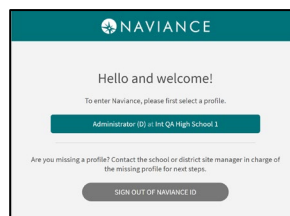
- Once logged in to Naviance, use the **Settings** drop-down (Gear Icon) to select **Switch Profile** (Figure 8).

Switch Profile displays.

- From the Switch Profile page, click the **account profile** to which you would like to switch.

You are now logged into that Naviance profile.

- If you do not see the account you are looking for, reach out to your Naviance administrator.



*Figure 8:
Settings/Switch
Profile*

Changing Passwords

Passwords are no longer managed by your Naviance administrators. Instead, you must reset your own password using the **Don't Remember your Password?** link or using **Settings (gear) > Change Password**.

Don't Remember your Password Link

- Click the **Don't Remember your Password?** link from the Naviance ID Log In page.
- Enter your **Naviance ID E-mail** address and click **Send Email**.
- A message will display informing you that an E-mail has been sent to your E-mail on file.

- From your own E-mail, locate the E-mail to change your password.
- Click **Confirm**.
The change password screen displays.
- Enter your new password and then **confirm**.
- Click the **arrow** to proceed.
The reset password success screen displays.

Change Password in Naviance

- From Naviance, navigate to **Settings (Gear) > Change Password**.
The Password Request dialog box displays.
- Click **OK, PLEASE SEND IT!** to initiate the email.
- Once you receive the email, follow the prompts to reset the password.

*Alternatively, click **Cancel Request** to stop the password reset request.*

Change your Naviance ID

Your Naviance ID can be changed through the Naviance product. Please keep in mind that changing your Naviance ID does not change your email address on file for your account. If you need that changed, please speak to your Naviance administrator.

- Click **Settings** (gear) > **Change Naviance ID**.
The Change Naviance ID dialog displays.
- Enter your **current Naviance ID**, your **desired new Naviance ID**, and then **confirm** your new Naviance ID.
- Click **Submit**.