

HOW TO LOG INTO NAVIANCE FOR STUDENTS

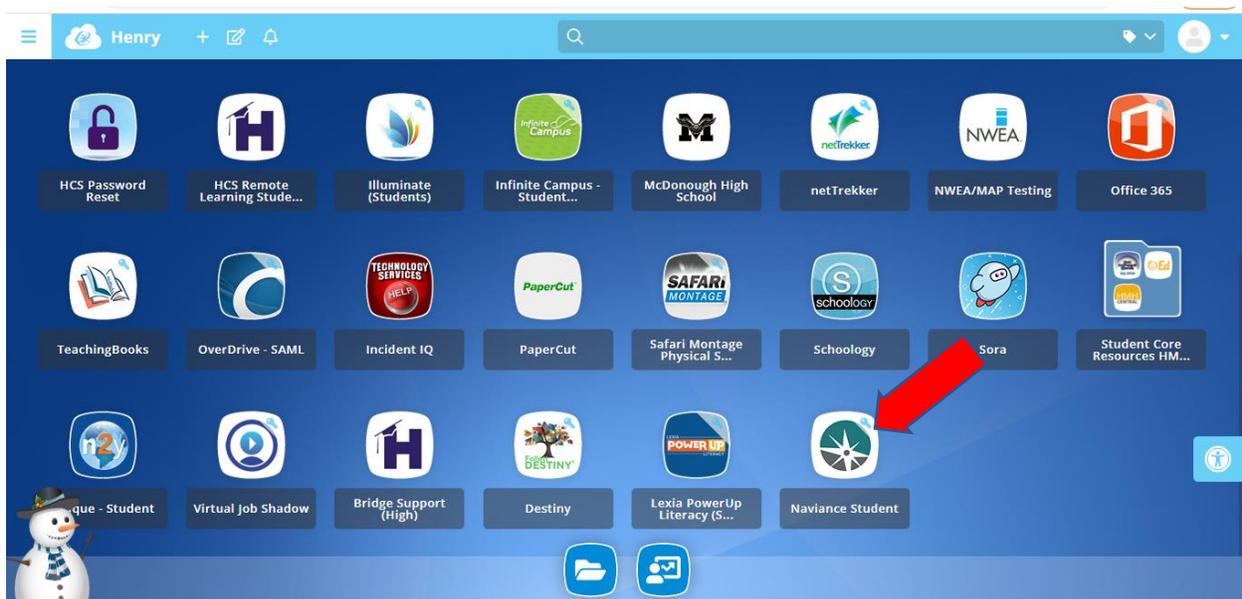
STEP 1: To access Naviance, you will need to access the Naviance app using Class Link. Students will need to enter their credentials (as shown below) to access Class Link.

The screenshot shows the 'Sign in to EmpowerHCS' login page. The 'Username' field contains 'Student Number' and the 'Password' field contains 'Jd090300#'. Red arrows point from a text box on the right to these fields. The text box contains the following information:

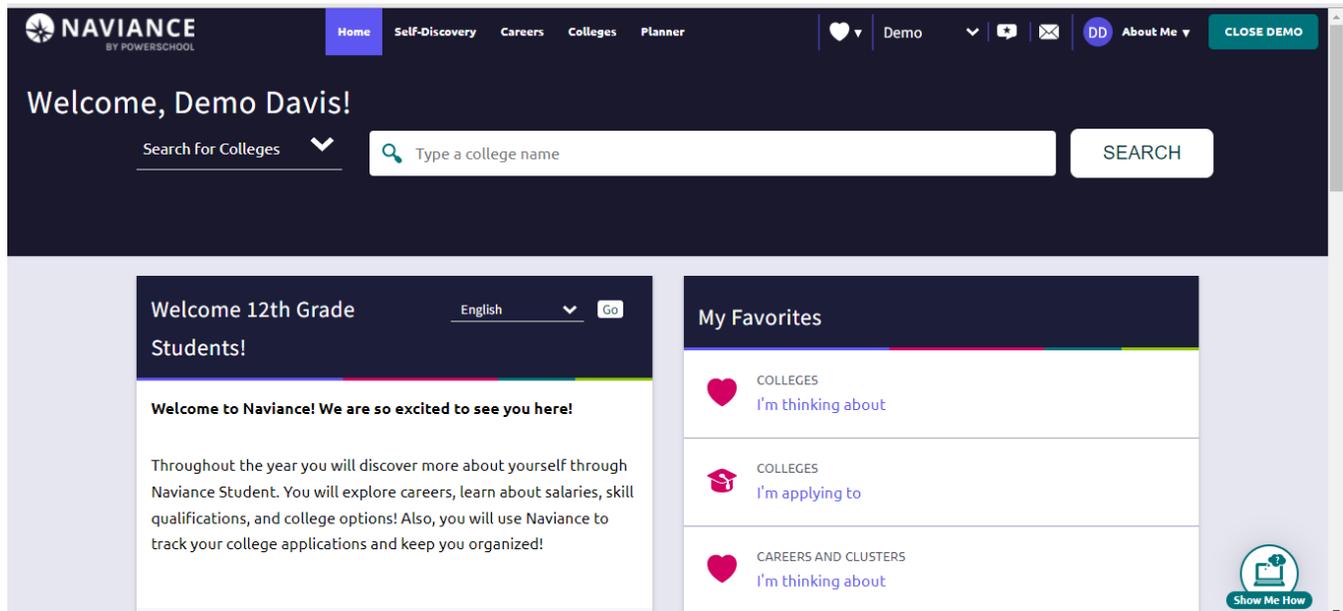
Username: Student Number
Password: First Initial of First Name + First Initial of Last Name + Birth Date (mmddy)#

Below the login fields are buttons for 'Sign In' and 'Sign in with Google'. At the bottom, there is a logo for 'empowerHCS' with the tagline 'Powering Personalized Learning' and an 'App Store' download button.

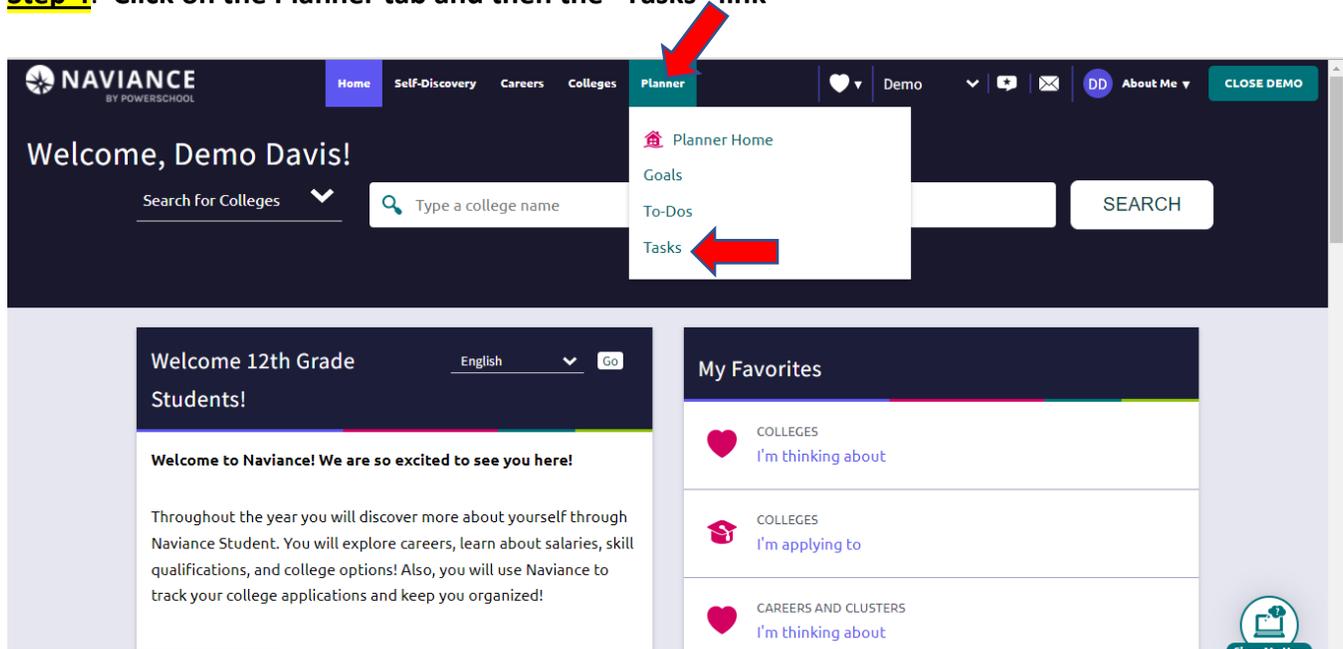
Step 2: When you have logged into Class Link, click on the Naviance Student app at the bottom of the screen.



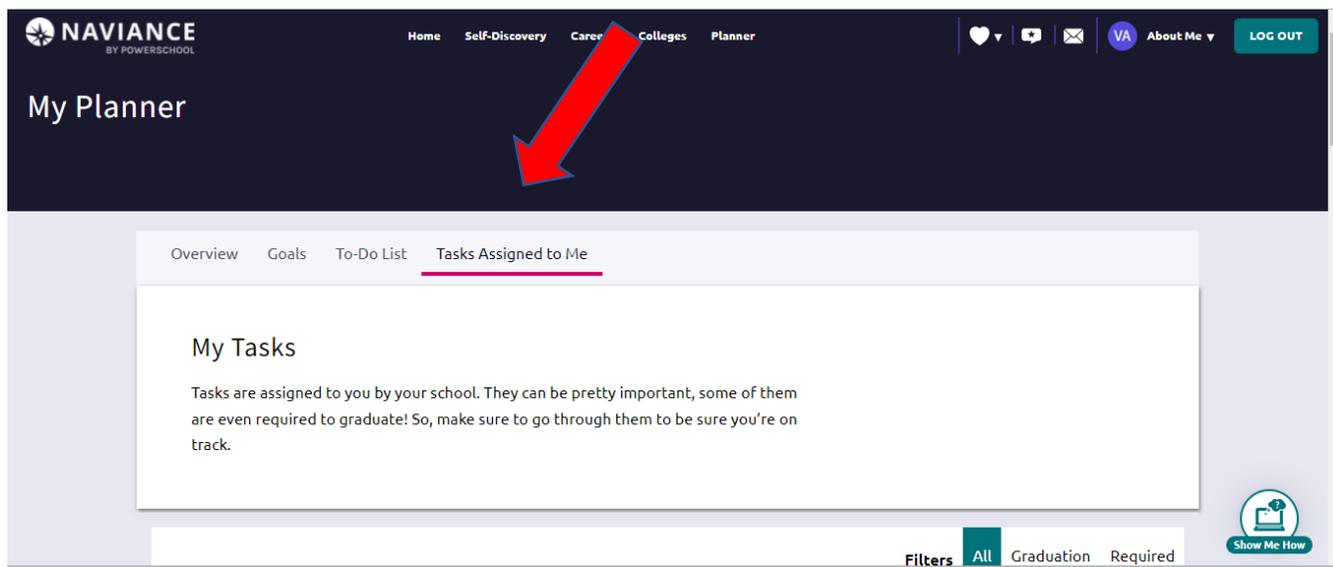
Step 3: When you are logged into Naviance, you should see the screen below:



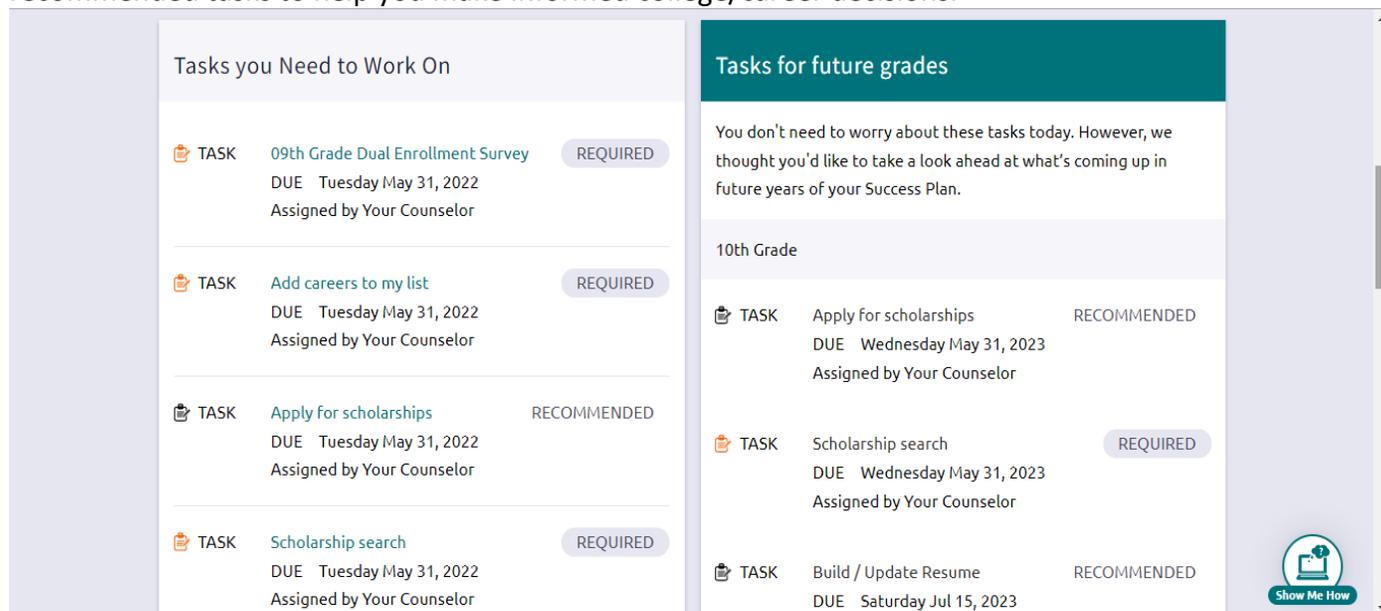
Step 4: Click on the Planner tab and then the "Tasks" link



Step 5: Click on “Tasks Assigned to Me” to see the Required and Recommended tasks assigned for your grade level.



Step 6: Once you click on the “Tasks Assigned to Me”, you will see the **REQUIRED** tasks you need to work on and some recommended tasks. You will have to complete the **REQUIRED** tasks to meet the mandatory requirements for college and career readiness. We strongly encourage you to complete the recommended tasks to help you make informed college/career decisions.



Best Practices: Please be sure to complete the required survey if it is required as part of a task. Students will not be marked complete until all the necessary assignments are done.