

Native Login Updates Quick Guide

Overview

On **December 16th, 2019**, Hobsons is adding features to enhance the Naviance login experience for students and parents.

Clients experiencing the new features include:

- Schools and districts who have students and/or parents log-in using the Native Login, which includes a username and password.

Clients not experiencing the new features include:

- SSO Users (Clever or those who plan to implement SSO via SAML come 12/16).

Requirements for Naviance Student Passwords

On **December 16th**, students and parents who need to reset their password for any reason will be required to create a password using the following requirements. Additionally, any new first-time logins (new student or parent accounts) will need to adhere to these requirements.

Password requirements are as follows:

- Passwords must be at least 10 characters in length.
- The username may not be part of the password.
- Passwords may not include more than 2 identical characters in a row.
- Commonly used passwords, simple patterns, and common names will not be accepted.

Passwords must always be kept private and stored securely.

Reset Naviance Student Passwords

Beginning on **December 16th**, students and parents who need to reset their password, will need to create a password using the new password requirements.

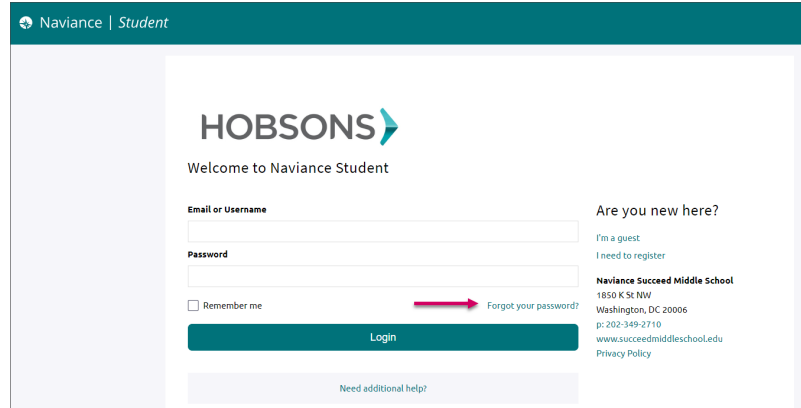
Note: To enable students and parents to reset their own passwords, schools should ensure an accurate email addresses are listed in student and parent profiles in Naviance between now and December 16th.

Students and Parents

Students and parents can update existing passwords to comply with the new requirements from December 16th through January 27th in two manners.

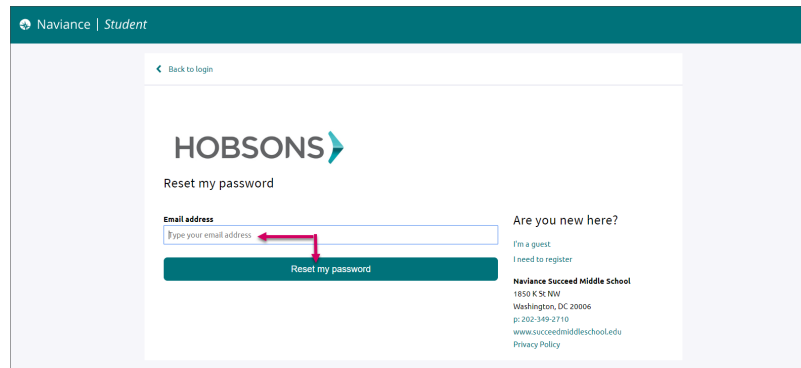
Forgot your password?

1. From the Naviance Student login screen, select **Forgot your password?**



Step 1

2. Enter the email address on file in your Naviance account. (If you do not have an email address on file in your Naviance account you can update your password using **Edit Password**.)
3. Click **Reset my password**.

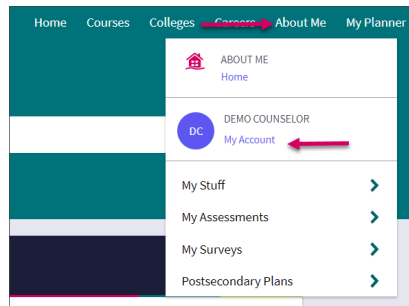


Steps 2 - 3

4. Follow the prompts found in the email to reset the password.

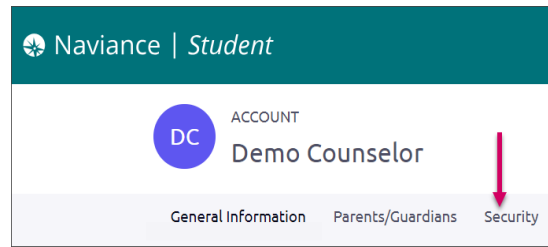
Edit Password

1. In Naviance Student, go to **About Me > My Account**.



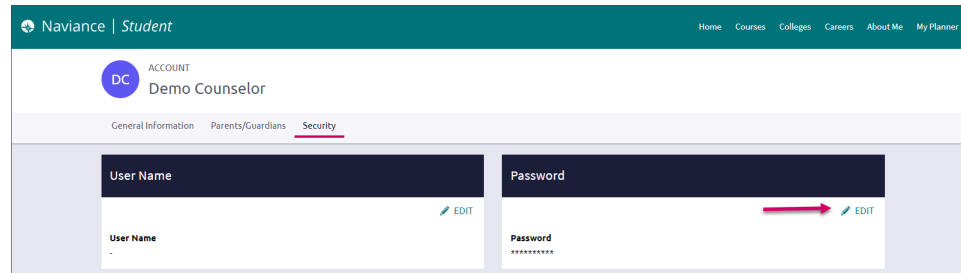
Step 1

2. Go to **Security**.



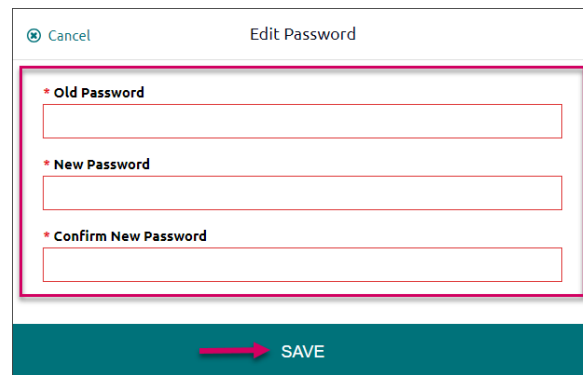
Step 2

3. Select the option to **Edit** located in the Password card.



Step 3

4. Follow the prompts to create a new password that complies with the updated password requirements.
5. Click **Save**.



Steps 4 – 5

Staff

Beginning on **December 16th**, you can assist Naviance Student users without an email address on file in their Naviance record by generating temporary passwords in Naviance using two new features.

You will be able to generate temporary passwords using two new features:

- On the **General** tab of a *Naviance record*, select **Reset Password** to generate a temporary password for an individual student or parent.
 - If the student or parent has an email address in Naviance, they will be sent a temporary password.
 - If there is no email address in Naviance, the temporary password will be visible so that it can be provided to the student or parent.

- Students and parents can use the temporary password to log in to Naviance Student and then reset their own password using **Edit Password**.

Adam Test Class of 2020

General | Plan | Scores | Assessments | Colleges | Resume | Scholarships | Journal | Documents | Careers | Success Plan | Post-grad

PERSONAL

Nickname: - Home Room: -
 Counselor: NOS Admin Original Class: 2020
 Gender: - ID Number: 23432434
 Ethnicity: N/A State Student ID Number: -
 Home Phone: - Date of Birth: -
 Mobile Phone: - 1st Citizenship: -
 Address: - 2nd Citizenship: -
 Email: adam@test.com
 FERPA Block Requested: No

Photo: add a photo

ACADEMICS

Cumulative GPA: - Weighted GPA: -
 Program Strength: N/A # AP/IB/Honors Courses: N/A
 Graduation Date: - Diploma Type: N/A

GROUPS

No groups assigned

PARENT INFORMATION add

NAVIANCE STUDENT

Student

Registration Status: Registered freeze account
 Username: adam@test.com edit username
 Password: [password is set] Reset password
 Number of Visits: -
 Last visit: -

SCHOOLS ATTENDED add

N/A

NOTES

- From the Naviance homepage, go to **Connections > Naviance Student > Reset Passwords**, to create temporary passwords for large groups of students and/or parents.

NAVIANCE Students | Planner | Scholarships | Colleges | Careers | Connections | Analytics

Search for Student

Naviance Student

Students, parents and guests can reach Naviance Student at this address:
https://student.naviance.com/nos_hs_stand

If this is your first time setting up Naviance Student, please read the overview section.

Overview
 Learn more about Naviance Student

Select and Update Optional Features
 Select optional features and permissions for students and parents

Customize Welcome Messages
 Add custom welcome messages for students and parents

Add News Bulletins
 Add news bulletins for students and parents

Upload Logo
 Add a school logo

Custom HTML pages
 Add custom HTML pages for students and parents

Custom Links
 Add links to external websites

Resume Builder Instructions
 Customize resume builder instructions

Guest Access
 Activate guest access and create a password

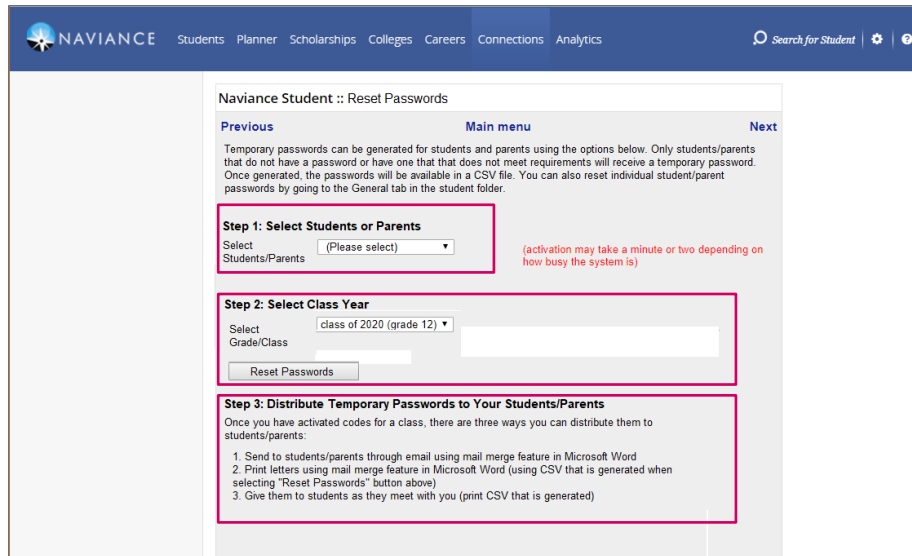
Student Accounts
 Activate registration codes for students

Parent Accounts
 Activate registration codes for parents

Reset Passwords
 Generate temporary passwords for students and parents

Activate Website
 Activate Naviance Student

- Temporary passwords can be generated by class year.
- A CSV file is available for download.
- Use the CSV file to create an email or document to print using mail merge in Microsoft Word, in order to distribute temporary passwords to students and parents.



Note: The ability to bulk reset passwords via a data import, create or edit passwords manually on behalf of a student or parent, and the ability to customize student login and forgot password pages will be discontinued on December 16th.

Registering Students and Parents

Staff can still auto-generate registration codes for students and parents. Beginning on December 16th, all registration codes will be 10 characters.

Note: The ability to import registration codes for students and parents will be discontinued on December 16th.

From the Naviance homepage, go to **Connections > Naviance Student > Student Accounts / Parent Accounts**. From here, you can:

- Activate registration codes
- Download registration codes in a printer friendly list, PDF, or CSV file.
- Generate business cards containing log-in information for parents and students.

Staff will also be able to manually register students and parents within the user's Naviance account by selecting **Register**. When registering a student or parent, you will be able to assign a username and generate a temporary password.

