

# Graduating Seniors: Update Your Naviance Login Now!

## Change Your Email, Username, and Password

Did you know graduating seniors lose access to their logins after graduation!

But that *doesn't* mean you have to lose access to your Naviance account. By changing your username and password, you will be able to use your Naviance account well beyond **after you graduate**.

Here's how!

#### Step 1. Login to Naviance as you normally would

#### Step 2. Update Your Email Address

- 1. From the **About Me** dropdown menu, click **My Account**.
- 2. In the **Contact** box, click **Edit**.
- 3. Type the email address you plan to use after graduation.
- 4. Click Save.

#### Step 3. Create a Username and Password

- 1. Go to About Me > My Account.
- 2. In the gray navigation bar, click **Security**.
- 3. In the **Username** box, click **Edit**.
- 4. Type a new username.
- 5. Click Save.
- 6. Repeat the following steps but for edit your password in the **Security** section.

### Step 4. Reset Your Password (optional)

- 1. If you did not edit your password you can reset it as long as your personal email has been added. From your school's login page, click **Forgot Password?**
- 2. Type the same email address you entered in **Step 2**.
- 3. Click **Reset My Password**.
- 4. Check your email for *Naviance Student Account Information*.
- 5. Follow the directions in the email to login and reset your password.

Note: for all future logins, use the URL from the password reset email or go to <u>www.naviance.com</u> and search for your high school's zip code to sign in.

