

## **How to Set up a Parent Account in Naviance**

- 1) Log into the CRHS web page
- 2) Go to the Guidance Tab
- 3) Go to Naviance Family Connection and click on the Family Connection Link
- 4) Click on I'm new and need to register
- 5) Enter the registration code given to you by the school
- 6) Follow the prompts to create your account

## **Linking Accounts for Multiple Children**

Naviance allows you to link multiple students with one parent record. Once the records are linked, the parent can sign in to a single Family Connection account and select any of his or her children to view.

To Link a student(s) to a parent record:

- 1) Find the student containing the original registration for the parent's account under Parent Information, click the parent's name to open the parent's profile.
- 2) Click the add button next to students in the parent profile.
- 3) Locate and click the name of the additional student(s) to link the parent record.

The student will be linked to this parent's login information and the parent will be able to select all of their students from a drop-down menu once logged into Family Connection. When the linking is done correctly, the end result is that a parent can access multiple student profiles from their single account.