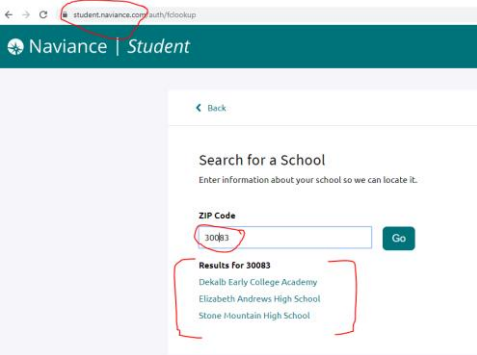
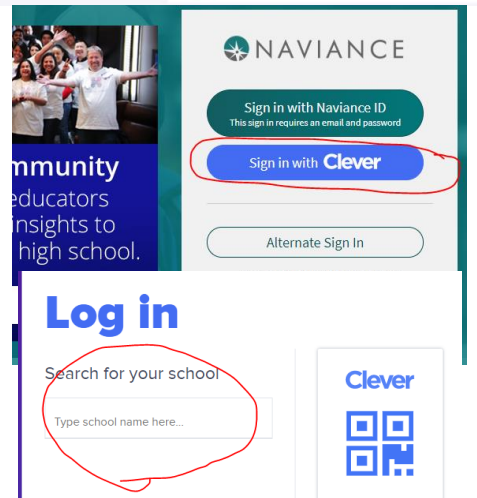


Student Quick Guide How to Access Naviance: Senior Exit Survey



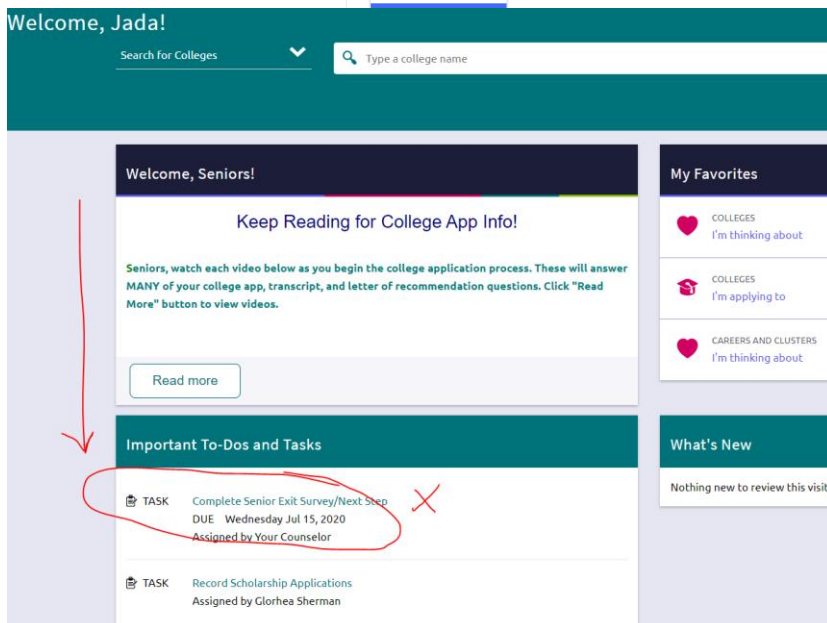
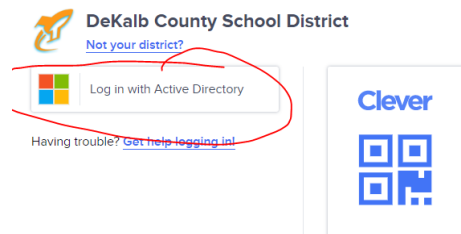
Step 1A: If you're not using a school issue device.

- Go to student.naviance.com
- Enter your school zip code and click the 'Go' button
- Click on your school
- Enter your school email and click on "forgot password"
- You will get an email to reset your password



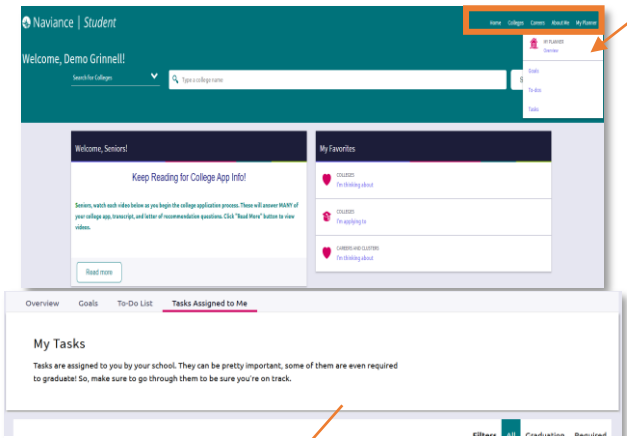
Step 1B: If you are using a school issue device.

- Click on your Launchpad icon, then click on Naviance icon
- **OR...** go to id.Naviance.com and click on the blue bar to access Clever
- Type in your school, then click on your school
- Click on **Log in with Active Directory**
- Type in your "**S**" number and your password is the same password you use regularly to access your school computer



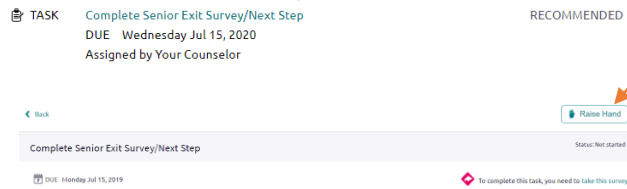
Step 2A: 1 of 2 ways to access the survey

- Once in Naviance, you will see your home page with a Welcome message.
- Scroll down to find "Important To-Dos and Tasks"
- You will see and click on **"Complete Senior Exit Survey/Next Step"**
- Click on the **complete this task you will need to "take this survey"** at top right hand of page.



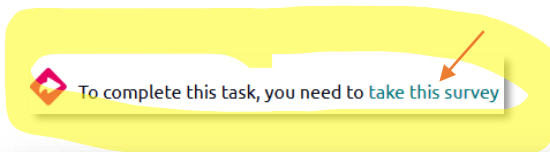
Step 2B: 2 of 2 ways to access survey

- Or you can click the **My Planner** tab on the upper right-hand corner of your Naviance Student home page.
- Then click on **Tasks** on the drop-down menu
- On the left side, you will find **Tasks you Need to Work On**.
- Locate the **Complete Senior Exit Survey/Next Steps** task and click it.



There are several action items available after you click the task. You can:

- **Add a comment** if you would share a viewpoint/remark with your counselor.
- Upload a document (**Drop Files or Click to Browse...**).
- Add **To-Dos** if there is an action item you need to create.
- **Raise Hand** (Ask a question) which emails your counselor directly

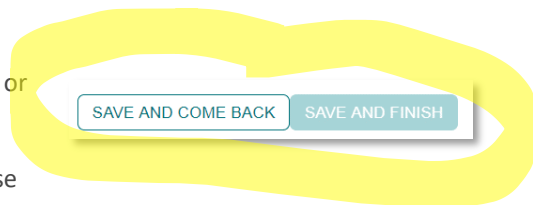


Step 3: Accessing the Survey

- Find the pink box with the arrow in it. Click **“take this survey”** on the right side.
- Read each question and enter/select the appropriate answer.

Step 4: Save and Finish

- At the bottom of the page, click the **Save and Come Back** or **Save and Finish** button when you have answered all questions. After you submit answers (click the **Save and Finish** button), you will **NOT** be able to return to edit these answers.



Note: you will not be able to return to survey after you Confirm Submission.

