

10th GRADE NAVIANCE/BRIDGE LAW INSTRUCTIONS

WHAT IS NAVIANCE?

- Naviance is a **delivery system** and college/career search engine.
- We use it to communicate with you and we will use it throughout the year for various activities.
- You can access Naviance from the CCSD homepage and your school's website.

STUDENT LOGIN INFO

DO NOT GOOGLE NAVIANCE! It will prevent you from accessing the secure site.

- Go to www.cobbk12.org. Then **Find It Fast** (top right-hand corner) and choose **Naviance**.
OR
- Go to the Allatoona website at <https://web.cobbk12.org/allatoona>. Then, **Find It Fast** (top right-hand corner) and choose **Naviance**.

LOCATION	USERNAME	PASSWORD
Home	Office 365 Username	Office 365 Password
School	Automatically Logged In If You Are Logged Into O365	

TROUBLESHOOTING TIPS

1. Make sure you are using Google Chrome as your browser.
2. Make sure you accessed Naviance through CCSD or Allatoona's websites, **NOT** Google.
3. Make sure you are logged into your O365 account before you try to login to Naviance.
4. Clear your browsing history.
5. If all else fails, email your assigned counselor.

Step 1: UPDATE YOUR EMAIL ADDRESS (REQUIRED-The first-time you log in to Naviance.)

We need your email address so we can communicate important information with you. Please get in the habit of checking email frequently. This needs to be an email that you will check.

- Click on the **About Me** link at the top.
- Click on **My Account**.
- Click on the Pencil Icon in the **Contact Information Box**.
- Enter your **Preferred Email Address**.
- Click **Save**.


Step 2: Complete the BRIDGE LAW Requirement (REQUIRED)

- Go to **My Planner** and click **Tasks**
- Scroll down to **Tasks You Need to Work On**
- Select: **10th Grade – Dual Enrollment Survey**
- Select **Take This Survey** on the right side of the screen (look for pink diamond w/arrow) to begin the survey.
- Answer the question and click **Save and Finish**

Step 3: Complete CAREER INTEREST PROFILER (REQUIRED)

- Go to **My Planner** and click **Tasks**
- Scroll down to **Tasks You Need to Work On**
- Select **Complete Career Interest Profiler** on the right side of the screen (look for the pink diamond with an arrow) to begin the survey.
- Make sure you save or submit, then click on **View Matching Careers**

Step 4: Save 3 Careers (REQUIRED)

- Go to **Careers**
- Search** the career you are considering.
- Save** the career by clicking on the **Favorites** heart. 
- All your careers will be saved in your account under **Careers I'm Thinking About**

Step 4: Continue to explore Naviance (OPTIONAL)

- You can login to Naviance at any time to research college and career information.

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