

# LOG INTO NAVIANCE

UPDATED INSTRUCTIONS WITH SCREEN SHOTS TO LOG INTO NAVIANCE  
& OPTION TO ACCESS NAVIANCE FROM OFFICE 365 PORTAL

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SINGLE SIGN ON TUTORIALS

STAFF AND STUDENT INSTRUCTIONS PROVIDED

# TECHNICAL ASSISTANCE

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- If you are having issues accessing Naviance
- Please submit a help ticket to the help desk
  - IT : [helpdesk@pths209.org](mailto:helpdesk@pths209.org)
  - Call the Helpdesk at 708-338-5911

# NAVIANCE LOG IN SCREEN

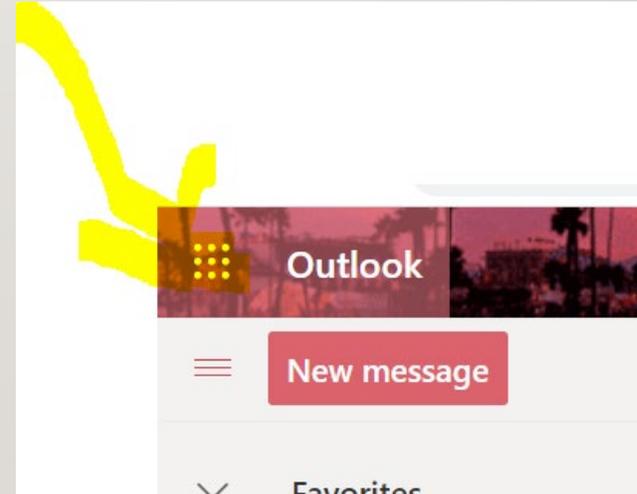
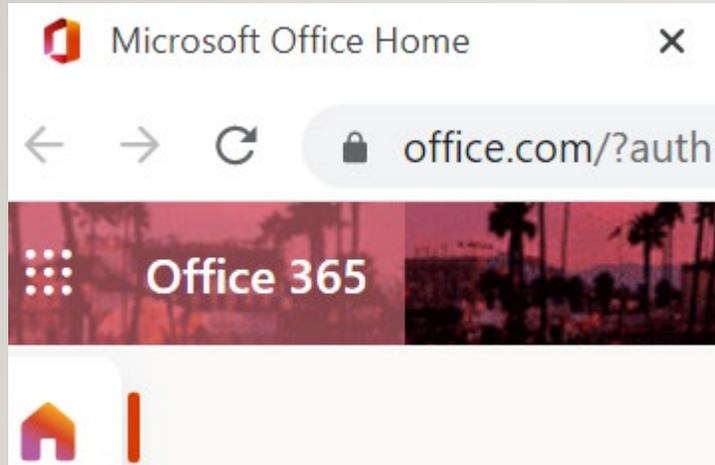
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- Students:  
<http://connection.naviance.com/provisowhs>
- Staff: <https://id.naviance.com/>
- Both staff & students can access Naviance from Microsoft 365 application

# OPEN NAVIANCE FROM YOUR 365 ACCOUNT

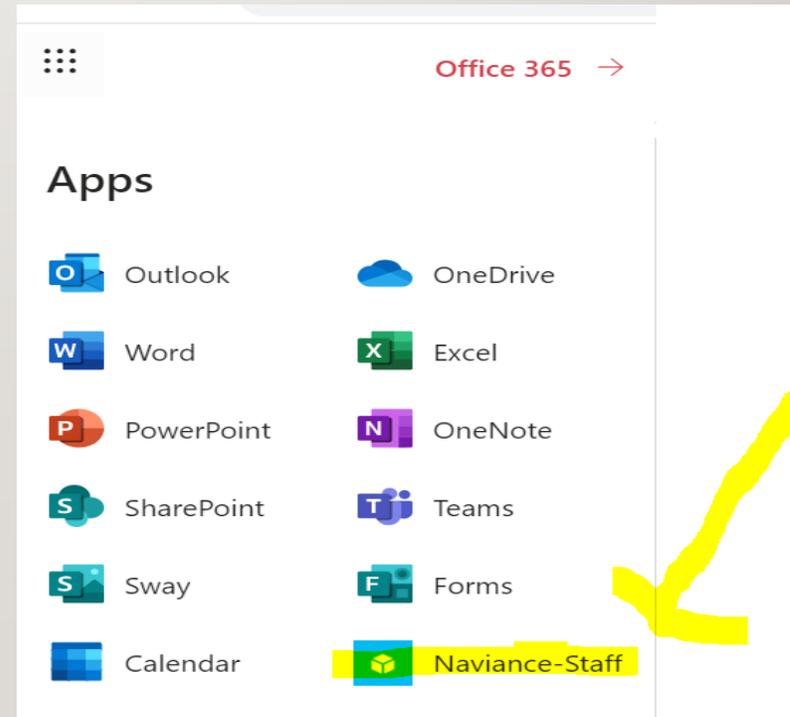
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- You can access from any office 365 application: Click the “9 dots box”



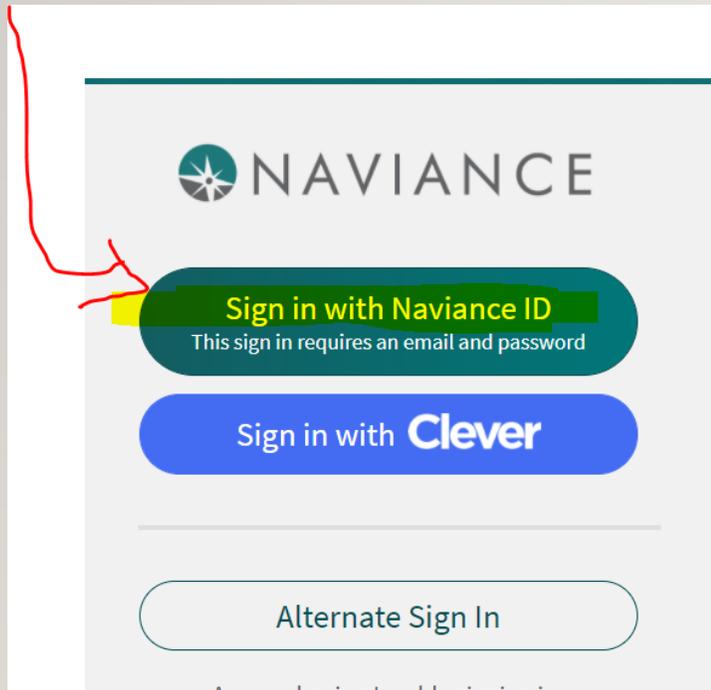
# NAVIANCE ICON

- Click the Naviance ICON
- Students' will say Naviance Student
- Staff will say Naviance-Staff



# STAFF INSTRUCTIONS

- Staff



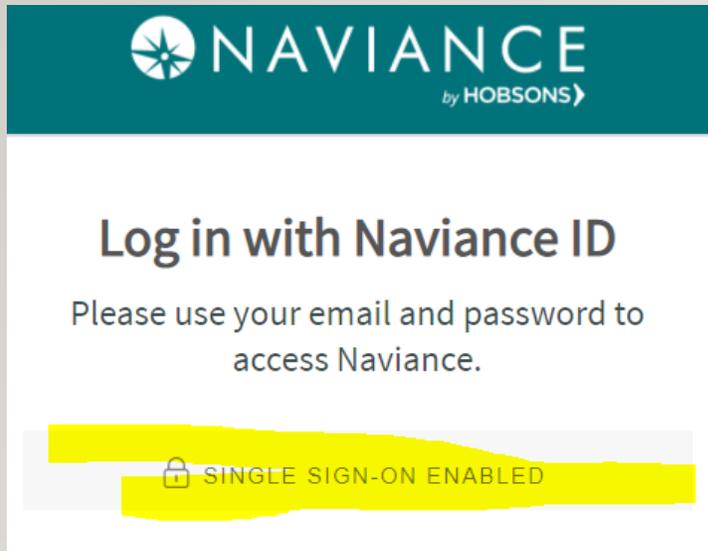
- Put in your staff email address

A screenshot of the Naviance login form. The page has a teal header with the Naviance logo and the text "NAVIANCE by HOBSONS". Below the header, the text "Log in with Naviance ID" is displayed, followed by the instruction "Please use your email and password to access Naviance." There are two input fields: the first is for the email address, containing "yours@example.com" and highlighted in yellow; the second is for the password, containing "your password". Below the input fields, there is a checkbox labeled "Don't remember your password?". At the bottom, there is a teal button labeled "LOG IN >". A link for "Terms of Use" is visible at the very bottom.

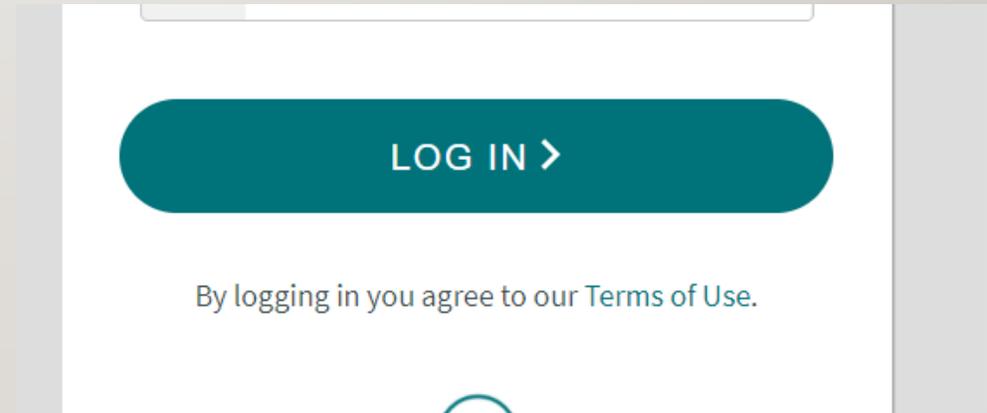
# ENTER YOUR STAFF EMAIL ADDRESS

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You will see the highlighted section



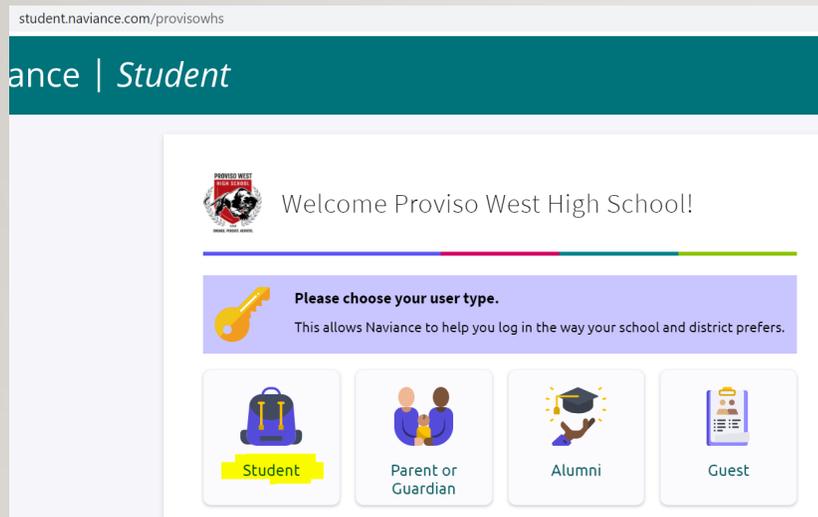
When you enter your email, the password option will disappear and you will click LOG IN



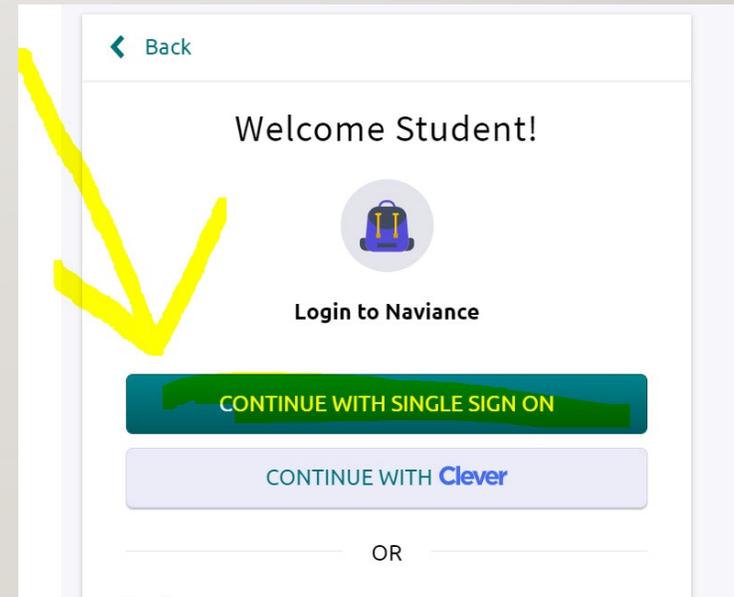
## YAY! YOU ARE READY TO USE NAVIANCE

# STUDENT INSTRUCTIONS

- Start here:



- Click Single Sign On



YAY! YOU ARE READY TO USE NAVIANCE