

HOW TO SIGN IN TO NAVIANCE

Naviance is a comprehensive, web-based planning tool that will assist Harrison students in managing the academic, career, and college aspects of high school. Naviance will be the primary method of college planning for Harrison students.

There are two ways to log into your Naviance account

- 1) Go to <http://www.cobbk12.org/>
- 2) At the top click "Parents"
- 3) Look to the right under "Resources (Cont.)"
- 4) Click "Naviance"

***Note:** If you are logging on from a school computer you will automatically get signed into your account. If you are logging on anywhere else, you will use your Office365 credentials.

- 5) Use your Office 365 credentials to log in
 - a. Username: FirstName.LastName@students.cobbk12.org
 - b. Password: Use the personal password you created for school

OR

- 1) Go to www.harrisonhigh.org
- 2) On the left side of the screen, click the blue Naviance button

***Note:** If you are logging on from a school computer you will automatically get signed into your account. If you are logging on anywhere else, you will use your Office365 credentials.

- 3) Use your Office 365 credentials to log in
 - a. Username: FirstName.LastName@students.cobbk12.org
 - b. Password: Use the personal password you created for school

After the first time you log-on go to the ABOUT ME tab. Under "My Account", add your email address to your contact information.



HOW TO REQUEST A TRANSCRIPT

1. Add your school to "Colleges I'm Applying To" in Naviance
2. Please visit the counseling office and fill out a Transcript Request Card.
 - a. We cannot release your transcript until the transcript request card is filled out.
 - b. Each transcript request is \$2.

It is your responsibility to complete BOTH parts of the above process, or transcripts will not be sent.