

Naviance SET UP

IMPORTANT: You will need to know the student's Princeton High School 8 digit ID number. This number is the **Naviance Registration Code**. The ID number can be found on the Student ID card, or on Powerschool's Demographics page under "Student Number".

To set up the Student Naviance Account:

1. Go to the Princeton High School Guidance Website here:
<http://pfs.princetonk12.org/Guidance/>
2. Click on "Naviance" on the left hand side. You will be redirected to the main Naviance Log-In page.
3. Click on "I need to register" link on the right hand side of the page.
4. Input your Registration Code (Princeton High School Student 8 digit ID number)
5. Input Email and create password

To add Parent Information to a student account.

1. Log in under the student information (email and password)
2. Click on the "ABOUT ME" tab
3. Scroll down to "**OFFICIAL THINGS**" and click on "**PROFILE**"
4. Click on "Add New Parent"
5. Input parent information and submit.