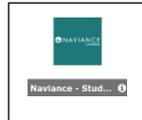




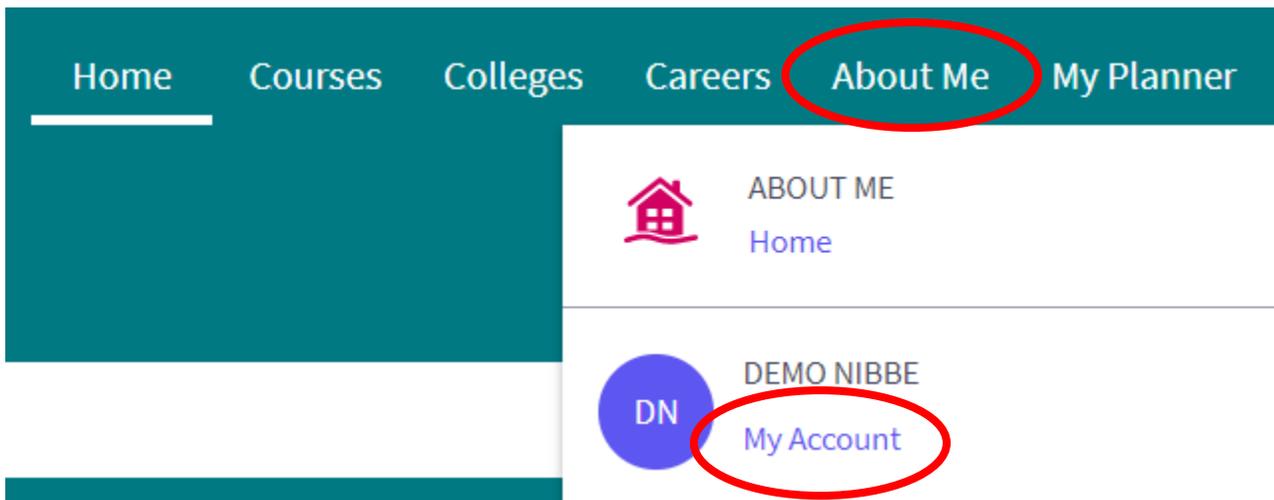
Directions for Changing Your eMail Address in Naviance

In order to access Naviance after graduation, seniors will need to change their email account from the @ahschools school account to their own personal email account. The rights to change an email address are only given to seniors.

1. **ACCESS NAVIANCE:** Log in to your AH Apps Lock and Key and select the Naviance App
No additional user name or password is required to log-in to Naviance



2. Select the **ABOUT ME** tab at the top of the Naviance Home Page



3. Select the **MY ACCOUNT** link to view your personal information
4. Under the **CONTACT** section, select the pencil icon to edit your contact information



5. Update your email address and press the **SAVE** button.



You will now be able to access your personal information in Naviance as well as access the available research and data tools .