



## ***Instructions for Changing Your Naviance Email***

***If you plan on using Naviance after graduation, you must update your Naviance account with your personal email using these simple steps:***

- ***Step 1:*** Log into [Naviance](#) and go to the "**About Me**" link in the upper right corner of the page.
- ***Step 2:*** On the drop-down menu choose the "**My Account**" link right below your name.
- ***Step 3:*** Choose the "**General Information**" tab.
- ***Step 4:*** In the right column, you will "**Edit Contact**". Scroll down to your current school email address and change it to your personal email address.
- ***Step 5:*** Click "**Save**".