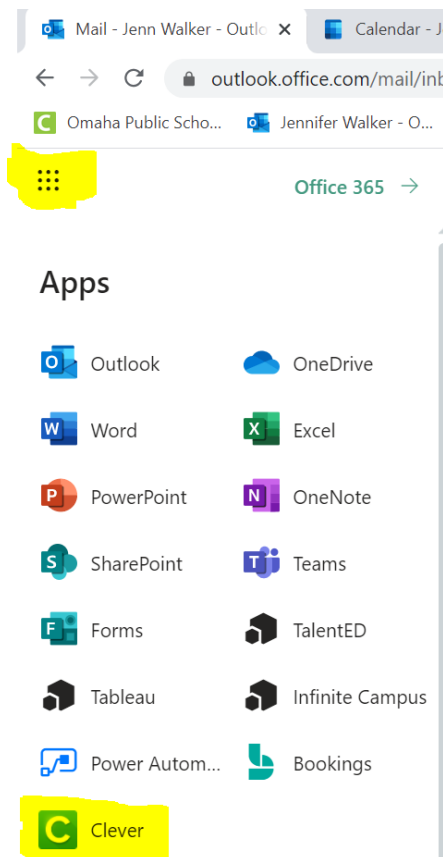


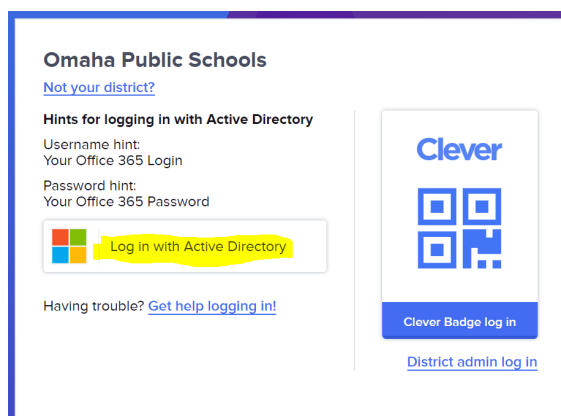
Accessing Naviance through Office 365

**** This is the **NEW** OPS preferred method of accessing **Naviance** and any other applications found on Clever Portal, for students and staff ****

While in your Outlook email, click on the Launcher (aka “the waffle”). Find Clever in All Apps. Right-click on Clever and pin it to your Launcher. Then click on it to open the Clever Portal.



When the Clever Portal opens you will see on the right an option to scan a Clever Badge. This is the option that many elementary students are using in their classrooms and at home. If you don't have a Clever Badge, click on Log in with Active Directory.



Once you're into your Clever Portal you will see Naviance in the list of apps. If you click on the "heart" it will move to the top of your Clever Portal. Click on the Naviance icon to automatically log in to and open Naviance.

