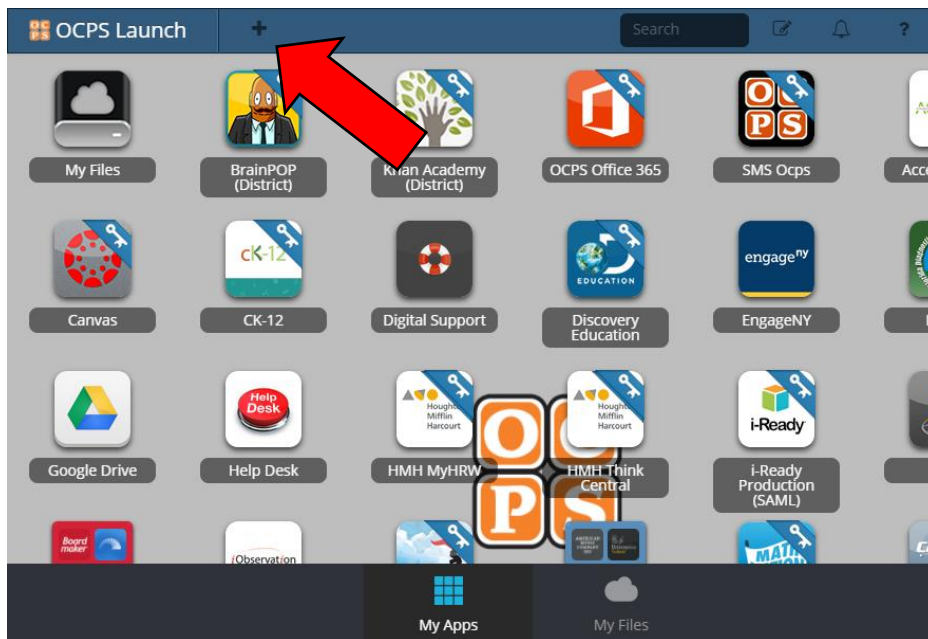# Accessing Naviance from Launchpad

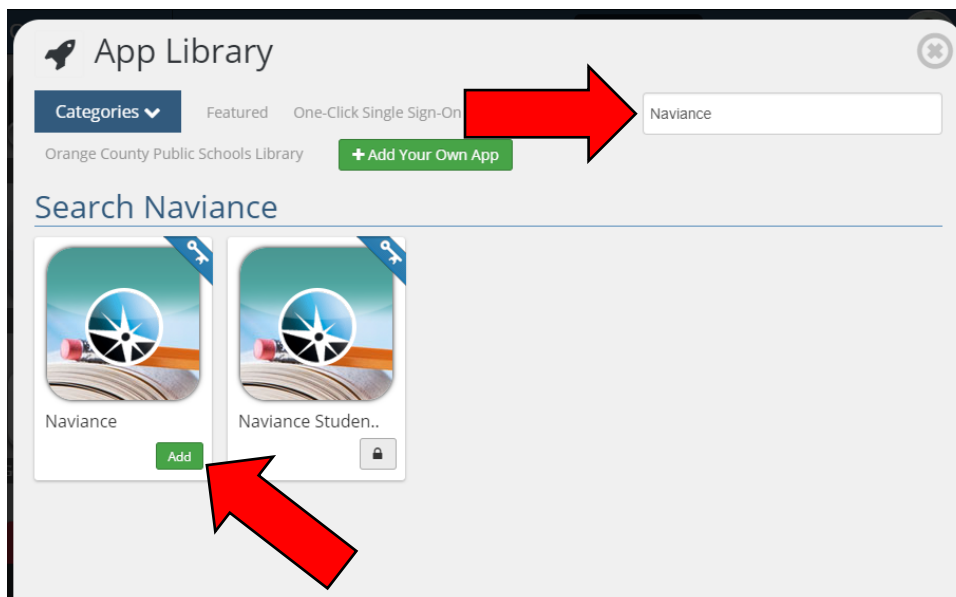*Students always access Naviance using the Naviance Student app on Launchpad*

For staff members, Naviance can be accessed using the Naviance.com website or the Naviance app on Launchpad.
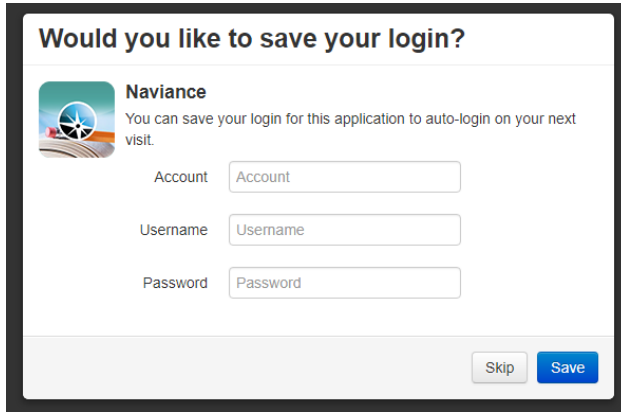
Adding the Naviance App to Launchpad

1. Log in to Launchpad – launch.ocps.net

2. From your dashboard, click on the **+** *(App Library)* button in the top-left corner.

3. Type "Naviance" into the search box and hit Enter.

4. Click the green *Add* button for *Naviance* (not *Naviance Student*), then close the App Library. The Naviance icon should now appear on your dashboard.

5. On your dashboard, click on the *Naviance* icon. During your first login, you will be prompted for your account information. Be sure to enter this information accurately, then click *Save.*
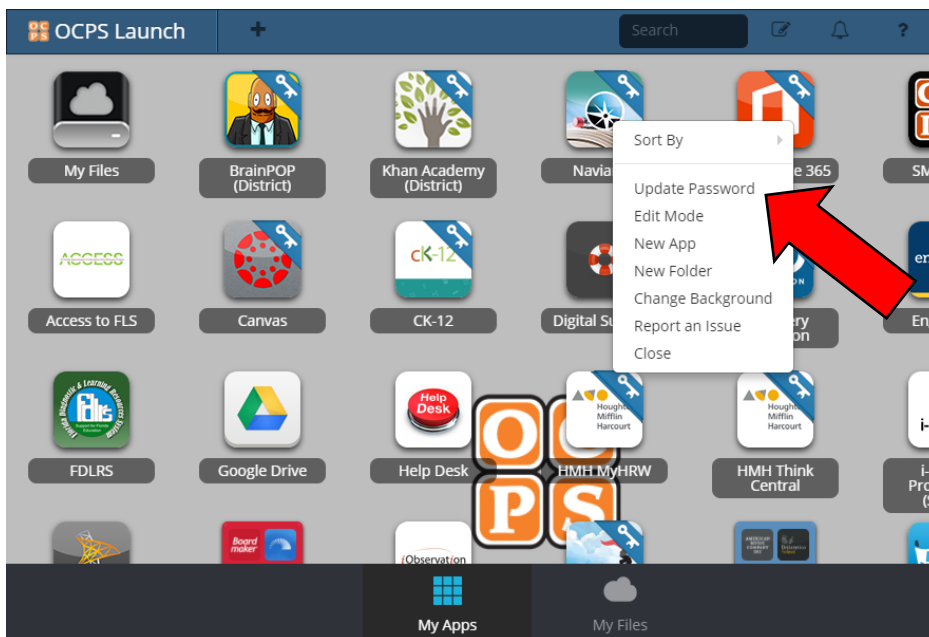

6. You should now be logged in to the Naviance website.

Updating your Naviance Password

If you change your Naviance password, or you typed it in incorrectly to Launchpad, you will need to update the password stored with Launchpad.

1. Log in to Launchpad – launch.ocps.net

2. Right-click on the *Naviance* icon and click *Update Password*.

3. Once you've updated your information, click *Submit*. You should now be able to log in to Naviance.