# Naviance Roles and Rights

**Chicago Public Schools**

<table>
<thead>
<tr>
<th>Role</th>
<th>Staff Members</th>
<th>Abilities in Naviance</th>
<th>Additional Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>School Site Manager</strong></td>
<td>May include one or more of the following:</td>
<td>• View all student data and accounts including survey and assessment results</td>
<td>The School Site Manager should be the school representative attending all Naviance district-wide trainings and is responsible for training staff and students on Naviance and implementing Naviance school wide. It is recommended that there are <strong>no more than 3 School Site Managers</strong> per school.</td>
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<td></td>
<td>• Director of Counseling</td>
<td>• Manage staff user roles</td>
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<td></td>
<td>• Lead Counselor/s</td>
<td>• Create, assign, and manage tasks</td>
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<td></td>
<td>• School Counselor/s</td>
<td>• Create and manage student groups</td>
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<td></td>
<td>• Assistant Principal</td>
<td>• Assign counselors to students in batch</td>
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<td>• Manage school's Family Connection page</td>
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<td>• Manage college contacts, groups, and quicklist</td>
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<td>• View and run all school-level reports</td>
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<td>• Manage and edit scholarships</td>
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<td>• Access and manage Naviance Curriculum</td>
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<td>• Manage all add-on products including Alumni Tracker, CareerKey, AchieveWorks, and Naviance Test Prep via the CPS Marketplace</td>
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<td>• Manage and submit all counselor documents via eDocs (high school only)</td>
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<td>• Manage and view teacher recommendations (high school only)</td>
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<td><strong>Administrator</strong></td>
<td>• Principal</td>
<td>• View most student data including demographics, academic history, and survey and assessment results</td>
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<td>• Assistant Principal</td>
<td>• View and run all school-level reports</td>
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<td></td>
<td>• Dean of Students</td>
<td>• View college and career planning tools</td>
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<tr>
<td>Role</td>
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<td>Additional Notes</td>
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| Counselor    | • Counselor                                                                    | • View all assigned student data and accounts including survey and assessment results  
• Create, assign, and manage tasks for assigned students  
• Create and manage student groups for assigned students  
• Manage school’s Family Connection page  
• Manage college contacts, groups, and quicklist  
• View and run all school-level reports  
• Manage and edit scholarships  
• Access and manage Naviance Curriculum  
• Prepare and submit all counselor documents via eDocs for all assigned students (high school only)  
• Manage and view teacher recommendations for all assigned students (high school only) | The counselor role has slightly modified permissions from the School Site Manager and can only access data and information for their assigned students. Be sure to identify the counselor or counselors that are your school site managers and reassign all other counselors to the counselor role. |
| Registrar    | • Registrar  
• Scheduler/Programmer  
• School Clerk | • View limited student data  
• View and run limited school reports  
• Generate mailing labels in batch  
• Prepare and submit counselor documents such as transcripts via eDocs (high school only) |                                                                                                                                                                                                                                                                                                                                                           |
| Teacher      | • Teacher  
• Teacher’s Assistant or Classroom Support Staff | • Access college and career planning tools  
• Access and manage Naviance Curriculum for assigned students  
• Prepare and submit teacher recommendations (high school only) | The teacher role is purposefully limited, at the advice of the CPS Department of Law, in order to avoid violations of FERPA, the federal law protecting student information. An expanded teacher role may be made available in the near future and the steps required to utilize that role will be communicated at that time. |

Only staff members with an active CPS Employee ID and “cps.edu” email address should have access to Naviance.