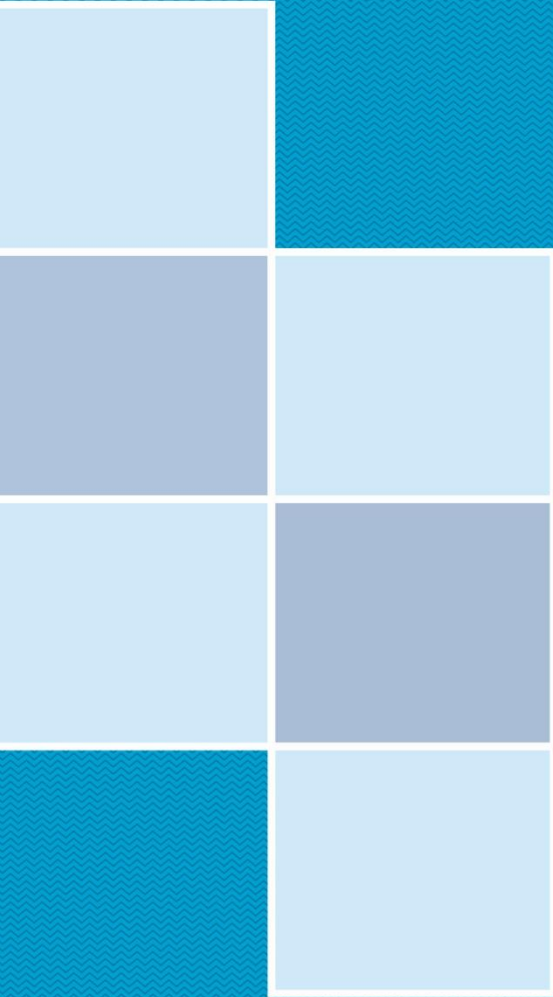


CDS

Career Development Services

For Parents: Using the Portal



CS Academy

Aspire Create Excel

Kovaipudur, Coimbatore - 641 042.



The parent login is provided to enable you to access the work of your child and support him / her in working towards his/her career goal. To access the tool (Family Connection page), you must have the registration code provided by the school (This is the Student ID followed by 'P' e.g. S1712345P).

Registering:

Click on the link <https://connection.naviance.com/csacademy>, this will take you to the login page. You can also access the link via the school website <http://csacademy.in/> by clicking on **Coimbatore** → '**Career Portal**' button at the bottom right → '**Continue to Naviance**' button.

Follow the steps below to register:

1. Click the **I Need to Register** link on the right side of the page.
2. Enter the given registration code.
3. Click the **Register** button.
4. On the next screen, for 'Do you have an email address', please select 'No'.
5. In the User name field enter your Registration code given by the school and create a password.
6. Accept the terms of service.
7. Click the **Complete Registration** button.

Logging into Family Connection:

Follow the steps below to log into Family Connection:

1. Enter your Registration code in the username field.
2. Enter your password in the **password** field.
3. Check the box next to **Remember Me** if you want to bypass entering this information on return visits. (Not recommended for shared or public computers.)
4. Click the **Log In** button.

Using Naviance:

Review the welcome message, links and updates:

1. The welcome message is located on the **Home** page.
2. Career Development Services posts links and updates on the **Home** page.

Send an e-mail message:

1. Click **Contact Us** on the right column of the **Home** page.
2. Your e-mail address and your counselor email address are pre-populated.
3. Enter your message.
4. Click the **Send Message** button.

Read and reply to e-mail messages:

1. Click the **New Messages** link on the right column of the **Home** page.
2. Your inbox appears.
3. Click a message subject to open the e-mail.
4. To reply, click the **Reply to Message** link.

Complete surveys:

1. Click the **About Me** tab.
2. Parent surveys are listed in the **Surveys to Take** section (Left side column).
3. Click a survey name to open the survey.
4. Complete the survey by completing the fields. Required fields have a red asterisk (*).
5. Click **Update** when you finish the survey.