Dubuque
COMMUNITY SCHOOLS

PARENT/GUARDIAN INSTRUCTIONS FOR KUDER NAVIGATOR

Kuder Navigator offers many resources and tips to support the important role parents play in the career and college planning process. The system provides parents their own account to review their student's assessment results, education plans, and more.
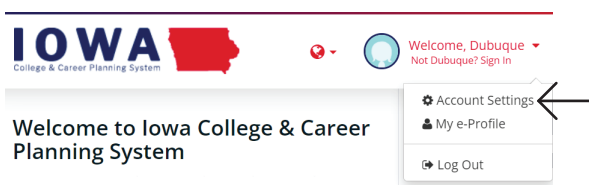
To create a parent account, your student will need to generate a Parent Access Code from their Navigator account. Follow the instructions below to generate this code and create your account.

> **Kuder Navigator** is the district's career information system that helps students explore and prepare for various options after high school. Starting in middle school, students take assessments to discover their interests, skills and work values that are matched up to career clusters, pathways and occupations.

HOW TO GENERATE PARENT ACCESS CODE

1. Open your web browser and go to **www.dbqschools.org/career-exploration**.

2. Click the **Student Login** button and have your student login to their account.

3. Click the drop-down **arrow** on the top-right side of the screen and select **Account Settings**.

4. Your student's Account Settings will be listed. Scroll to the bottom of the listing to find **My Parent Account(s):** and click the **pencil** icon.

5. Have your student complete the Generate a New Code form fields and click the **Send Code** button.

You can now create a parent account with the Parent Access Code sent by email or text.

HOW TO CREATE PARENT ACCOUNT

6. Return to **www.dbqschools.org/career-exploration** and click the **Parent Login** button.

7. From the Kuder Navigator login screen, click the **Create an Account** button.

8. Select **"a parent of a junior or high school student"** from the drop-down and click the **Next Steps** button.

9. Complete the requested information, including **Parent Access Code**, and click the **Next Step** button to continue.

10. When you have completed all of the form fields, click the **Sign Me Up** button.