

Naperville Community Unit School District 203 is excited to utilize an online platform that can empower your student for college and career growth: SchoolLinks! SchoolLinks is a tool for students and parents to assist in college and career preparation by helping students discover their interests and strengths, explore colleges and careers, and create an individualized career and academic plan that best reflects their post-secondary goals. SchoolLinks at Naperville 203 is accessible by 6th-10th grade students and their parents, counselors and staff.

All students at Kennedy will have an introductory lesson on how to access SchoolLinks, and will be utilizing this resource many times throughout the school year. We are excited to invite you to learn more about SchoolLinks by logging into the system and creating an account.

Using SchoolLinks, students and families can:

- Access career interest, strength and mindset surveys
- Explore 2-year and 4-year colleges
- Create course plans based on career pathways
- Take virtual reality college campus tours
- Search for scholarships
- Learn about financial aid
- Find internship and volunteer opportunities
- Explore traditional, emerging and military career fields
- Create digital portfolios / resumes
- Communicate with counselors
- Build their Individual Learning Plan

Attached are instructions on how to set up your SchoolLinks account. Any D203 staff who have students in the district will need to use their personal email accounts and not the D203 email account to sign up as a guardian. Should you have any questions, please contact your respective school counselor:

6th grade: Mrs. Smith; dsmith1@naperville203.org

7th grade: Mrs. Northrup; rnorthrup@naperville203.org

8th grade: Mrs Anderson; sjanderson@naperville203.org

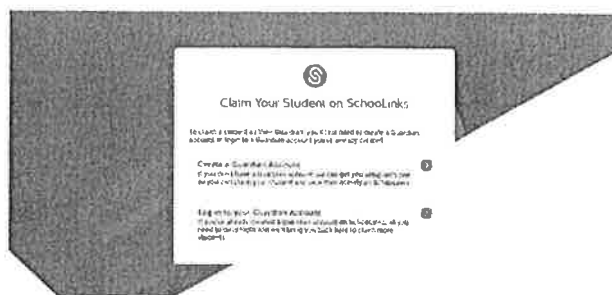


## Getting Started

To complete this process, you will need to be invited by your Student or their Counselor with a "claim code" to associate a student to your account.

Visit <http://app.schoollinks.com/claim-student> as mentioned in the claim instructions sent by your student or their counselor.

You have two options for login:



Option 1:

This is your first time on SchoolLinks

-OR-

Option 2:

You've already created an account and need to log in

## Option 1: This is your first time on SchoolLinks

Click on Create a Guardian Account box. From here, you can use Google or LinkedIn Single Sign-on, or create an account using a Phone or Email and Password.



If using an Email and Password, fill out the necessary information on this screen, then clicking Continue.

Proceed to Claiming your Student



## Option 2: You've already created an account

Click on Log in to your Guardian Account option if you haven't already.

From Guardian, Alumni and Professional Users tab, you can use Single Sign-on or sign in using a Phone/Email & Password.

Proceed to Claiming your Student



## Claiming your Student

Once you're logged in or an account has been created, enter the claim code provided by your student or counselor exactly as it was given. Click Verify Claim Code.

After entering your claim code, it will show you the name of the student you're claiming and ask you to give your relationship to the student. Click Save Relationship.

It will now show that you've claimed your student! You may now either click Claim Another Student to repeat the claim process or Continue to Dashboard if you are done claiming students for now.

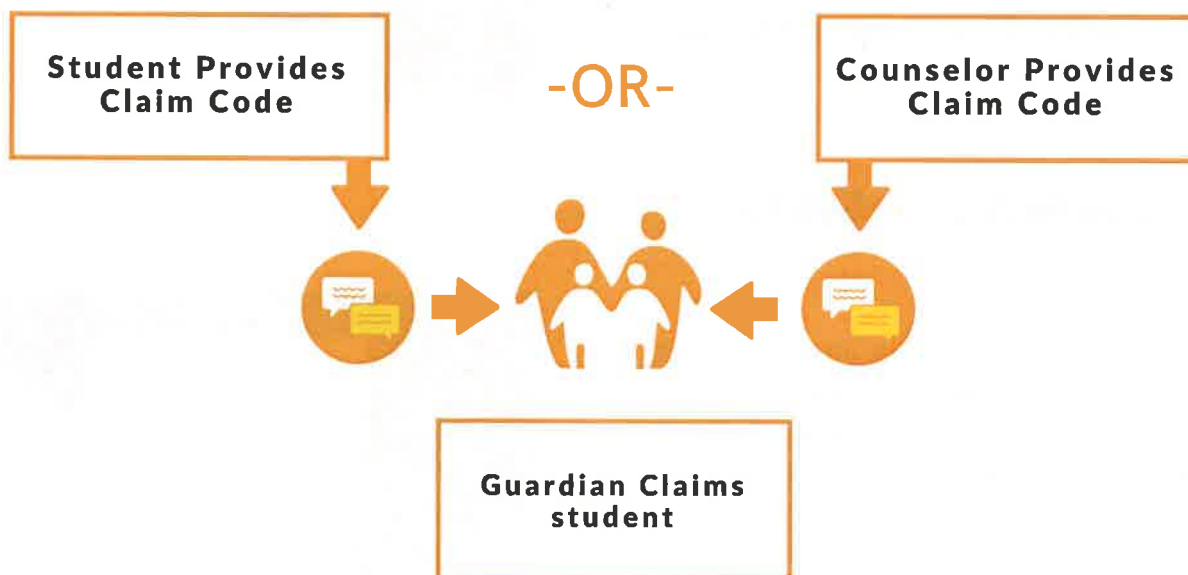




## Getting Started

"Claim codes" are used by a guardian to associate a student to his or her account. Guardians will need a code for each student they wish to claim.

### Two ways to provide a claim code to a guardian:



### How do guardians use these claim codes to claim students?

We wrote a guide for that too!

Visit our [Onboarding for Guardians](#) guide for how to use these codes to claim students.

Keep reading to learn how to generate claim codes as a student or counselor.



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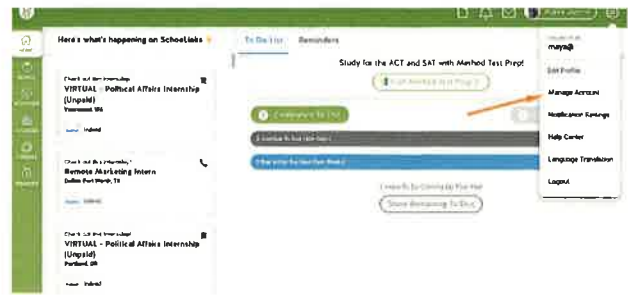


Option 1:

Option 2:

## Option 1: Student Provides a Claim Code

From your Dashboard, click on the Gear Icon to access the Manage Account option.

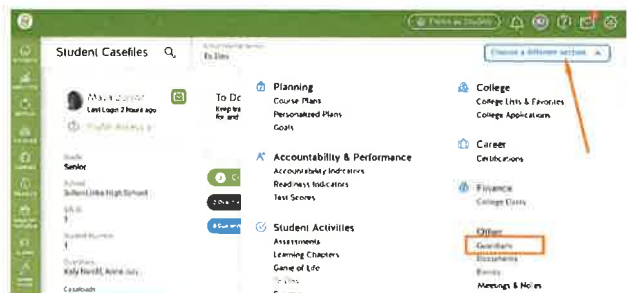


Click on Your Guardians under Account Settings. Then click on View Guardian Instructions and Unique Claim Code. Your guardian can use this code to claim you as a student.

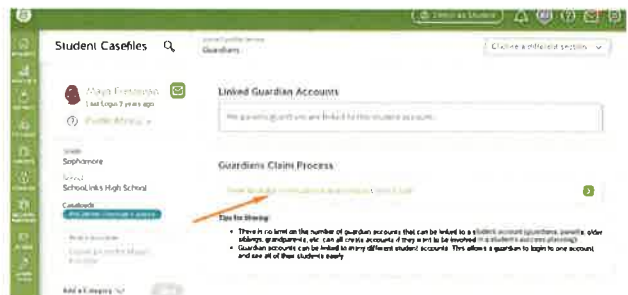


## Option 2: Counselor Provides a Claim Code

From the specific student's casefile, click on Choose a Different Section and navigate to Guardians (under Other).



Click on View Guardian Instructions and Unique Claim Code. As a counselor, you will be asked a question to help verify the person you're sending to is really this student's guardian.



Once verified, you can view instructions and claim code to share with the guardian. The guardian can use this code to claim the student.



