kuder®

HOW TO SET UP A PARENT OR GUARDIAN ACCOUNT

PART 1 – STUDENT: Add a parent or guardian and invite them to create their own account.

1. The **Student** must log into their account.

2. On the right-hand column of the student's home page, locate the **"My Next Steps"** section.

3. Click on the last step under **"My Next Steps"** that says, **"Invite your parents or guardians to create a parent account".**

4. Once the student's **Account Settings** page appears, scroll down until you see **"My Parent Accounts"** at the bottom of the page.

5. Click on the **pencil icon** to the right to begin **adding a parent or guardian to the account**.

6. In order to generate a new **access code**, you will need to **fill out each field with the parent or guardian's information**.

7. Students can choose to **send the access code** to their parent or guardian via email or text message. This code will allow the parent or guardian to create their own Kuder account that is directly tied to their student's.

8. Once the access code has been sent, return to the home page by clicking on the "**Home"** button found in the left-hand column under the student's photo, name, and grade level.

9. For the final step, students can mark this task as complete by checking the blank box for, **"Invite your parent or guardian to create a parent account"** in the **"My Next Steps"** section.

PART 2 – PARENT/GUARDIAN: Create your own account.

1. Visit **Navigator.kuder.com**.

2. Select **"Create an Account"** followed by **"I am a Parent/Guardian"**.

3. Fill out all the fields that appear below, including the unique "**Parent Access Code"** that your student already sent to you via email or text message.

4. Continue filling out all of the information requested during **Steps 2 through 4**, and please be sure to write down your account username in a secure spot for future reference. You will also be prompted to create a security question should you need to recover your account.

5. Click the green **"Sign Me Up"** button at the bottom of the page to complete the account setup process.

6. To log in again, return to your **student's specific login page**.

7. Enter your recently created **username and password**.

Should you encounter any problems along the way, don't hesitate to reach out to **Kuder's Client Engagement** team for assistance. Monday - Friday, 7am - 5pm CST at **877-999-6227** or email at clientengagement@kuder.com.