



Please take the following steps to remove the extra account(s) out of your school's database:

The class of 2018 is used as an example.

1. In your administrative account, select the **Administration** tab.
2. Click on the **Transition Users** link in the Manage System Users box.
3. Select "Kuder Navigator" in the Select Product box.
4. Click on the checkmark in the box next to "All Graduation Years" in the Select Criteria box to deselect all graduation years.
5. Click on the + symbol next to "All Graduation Years".
6. Click on the + symbol next to "(2015-2018) High School"
7. Click on the box next to "(2018) 9th Grade" to select the class of 2018.
8. Click on the "Search" button.

Please take the following steps one page at a time:

9. Click on the box in the row of the duplicate account(s). Only select students on one page at a time.
10. Enter **N3883752VGH** in the Activation Code field at the bottom of the page.
11. Click the **Apply** button.
12. Repeat steps 9 - 11 until the duplicate account(s) on each page have been transitioned out of your school's database.

Questions? We're happy to help. Please feel free to give us a call at 877.999.6227 Monday – Friday, 7 a.m. – 6 p.m. central.