

Naviance Tutorial for KCHS Students/Parents

1. Students gain access to the Naviance via the following website:
<https://go.kpbsd.org/naviance-student> (*Note: There are a few more features via a student's account)
2. Once in the site, take a good look at the home page:
 - a. Look at the Welcome Message (right side of homepage—click on “Read More” to expand screen.
 - b. Just below, click on “Additional Information from Your School” to check out several additional website links (information here is invaluable to your college and career planning).
3. Go to the **Courses** tab at the top of the home page---here is where students will create draft plans of the courses they wish/plan to take throughout high school. This work will be done with the counselors during class. Students are encouraged to review their course plans and make any updates as needed at any time. This is not part of registration---that is done through our school information system (Skyward/Family Access). This is simply a tool to help plan/map out potential coursework. It aids in the development of a student's academic and career plan (ACP).
4. Go to the **Colleges** tab at the top of the home page:
 - a. Under the “**Research Colleges**” section, you will find many ways to look at colleges. Click on **Find Your Fit** and/or **Research Colleges**. Choose any of the research options (ex. SuperMatch, College Match, Scattergrams, etc.).
 - b. Under the **Colleges** tab, you can click on “Colleges I’m thinking about” – this is where you will find colleges that you have already saved. From here you can compare yourself to this college, move it to your application list, or remove it from your list.
 - c. Under the **Colleges** tab, you can:

Note: (***This section is for seniors only**)

 1. Click on “Colleges I’m applying to.”
 - a. Students are to add the colleges they are applying to under this area so counselors know where to send their transcript and letters of recommendation.
 - b. Students can also click on the link “**Apply to College**” in order to request teachers for letters of recommendation. Please see the teacher in person before the request is made via Naviance.
5. Go to the **Careers** tab at the top of the home page:

Click on **Explore Careers**. You can search for careers by different methods (by career name and by career cluster). Anytime you find something of interest in this area, click on the  symbol to add to your list. (At any time, click on the heart symbol to save colleges and careers!) You can spend hours here if you wish!

 - a. Under the **Self Discovery** tab, you will see self-exploration inventories students will complete with counselors throughout their time in high school.
6. Go to the **circle with your initials** at the top of the home page:
 - a. Under **Documents and Notes**, go to “portfolio”---this is where all of the work that has been done can be seen all at once. It's a cumulative file of completed surveys, inventories, colleges, careers, etc.

As you can see, there is much to explore on Naviance. We hope you find this site helpful in the college and career planning process. If you have questions, please refer to your counselor. Happy exploring and researching!

The Whitefish Bay High School Department

