



THE DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

FORT HAMILTON HIGH SCHOOL

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"Excellence in Education"

Kaye Houlihan
Principal

Rosaria Mancini, APPPS

NAVIANCE FAMILY CONNECTION

NAME:

OSIS:

OFFICIAL CLASS:

Dear Student and Parent/Guardian,

Naviance is a web-based program to support students and parents with college and career exploration. Announcements, emails and other important information are communicated through the site. Please check it often.

Directions on how to LOG ON to Naviance:

1. Log on to **student.naviance.com**
2. Enter Fort Hamilton High School's Zip Code, which is **11209**
3. Click on **"Fort Hamilton High School"**
4. To access your account, enter your OSIS number for the Username.
5. If you do not know your password, please complete the following link to have it reset and an email with a temporary password will be sent to you within 24 hours. Link: **tinyurl.com/resetnav**
6. Update your email address. Be sure to provide one that you use and check often. Go to your Profile by clicking on your initials in the top right-hand corner. Click on the pencil icon next to the email address to change it. You will also be able to find your **GPA** and **Class Rank** information here.
7. Once logged in, there are different tabs (**Self-Discovery, Careers, Colleges, Planner, and About Me**) that can help you explore the Naviance website

YOU WILL WORK WITH YOUR GUIDANCE COUNSELOR TO COMPLETE THE FOLLOWING MANDATORY TASKS DESIGNED TO ASSIST YOU IN THE COLLEGE & CAREER PROCESS:

☐ 12TH GRADE:

FALL:

- (1) LIST COLLEGES IN **"COLLEGES I'M APPLYING TO"**
- (2) CREATE ONLINE ACCOUNTS FOR ALL CORRESPONDING APPLICATIONS (**CUNY, SUNY, AND/OR COMMON APP**)
- (3) **MATCH YOUR COMMON APP ACCOUNT WITH YOUR NAVIANCE ACCOUNT AND COMPLETE THE FERPA FORM**
- (4) REQUEST TWO **TEACHER LETTERS OF RECOMMENDATION** IF NEEDED FOR COLLEGE APPS
- (5) COMPLETE THE **TRANSCRIPT REQUEST FORM** PROVIDED BY THE COLLEGE OFFICE TO HAVE TRANSCRIPT AND LETTERS OF RECOMMENDATION SENT TO COLLEGES

SPRING: COMPLETE YOUR SENIOR GRADUATION PLAN

SMART GOAL: INDICATE ON NAVIANCE WHAT COLLEGE YOU WILL BE ATTENDING AND COMPLETE THE **COLLEGE/CAREER INTERVIEW WORKSHEET**

☐ 11TH GRADE:

FALL: EXPLORE **CAREERS** AND **CAREER CLUSTERS AND PATHWAYS** UNDER THE **"CAREERS"** TAB BASED OFF OF FINDINGS FROM THE CAREER CLUSTER FINDER AND COMPLETE A **RESUME**.

SPRING: COMPLETE THE **SUPERMATCH COLLEGE SEARCH**

SMART GOAL: LIST 10-20 COLLEGES IN **"COLLEGES I'M THINKING ABOUT"** AND COMPLETE THE **PRE-COLLEGE /PRE-CAREER INTERVIEW WORKSHEET**

☐ 10TH GRADE:

FALL: COMPLETE THE **CAREER CLUSTER FINDER**.

SPRING: LIST **3 CAREERS** THAT YOU ARE INTERESTED IN LEARNING MORE ABOUT.

SMART GOAL: CREATE A COLLEGE BOARD ACCOUNT

☐ 9TH GRADE:

FALL: COMPLETE THE **"CAREER INTEREST PROFILER"** UNDER THE **"SELF-DISCOVERY"** TAB

SPRING: COMPLETE THE **"PERSONALITY"** ASSESSMENT UNDER THE **"SELF-DISCOVERY"** TAB

SMART GOAL: LIST YOUR STRENGTHS AND INTERESTS

Tear-off and return to your child's guidance counselor for the Naviance tasks completed

Student's Name: _____

Official Class: _____

Student's OSIS #: _____

Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone #: _____