

NWSA College & Career Center Naviance Student Tasks & Directions

Naviance is a college and career readiness online tool that will help you:

- Identify strengths and establish goals
- Explore and identify career pathways of interest
- Explore virtual career speakers (through “RoadTrip Nation”)
- Identify colleges of interest
- Create individualized career development plan (Game plan)
- Build a resume’
- Track college applications & send school electronic documents to colleges
- Report scholarship dollars

To access Naviance :

1. Go to your NCEdcloud account
2. Click on “Clever”
3. Click on “Login with NCEdcloud”
4. Scroll down and click on Naviance - you will land on your “Naviance Student” page

Important: The “**Show me how**” button on the bottom right of your Naviance student home screen will let you search, give you guided directions as well as let you explore many more resources for college and career readiness. **Make this your best tool!**

Goal Setting

1. Go to “My Planner” tab
2. Click on “Goals”
3. Click on the “+” sign
4. Add goals:
 - Academic Goals
 - Career Goals
 - Graduation Goals
 - Other Goals
 - Personal Goals

Learning Style Inventory

This tool will reveal the ways you learn best and how you can be most productive.

1. Go to “About Me” tab
2. Click on “My Assessments”
3. Click on “Learning Style Inventory”
4. Take the assessment (approximate time 20 minutes)

MI Advantage

This tool will reveal the ways you deal with information, solve problems, and create things.

1. Go to “About Me” tab
2. Click on “My Assessments”

3. Click on "MI Advantage"
4. Take the assessment (approximate time 20 minutes)

Do What You Are

This tool will reveal your true personality, clarify career options fit for you and provide tips to achieve success, in a way that works for you

1. Go to "About Me" tab
2. Click on "My Assessments"
3. Click on "Do What You Are"
4. Take the assessment (approximate time 15 minutes)

Strengths Explorer Assessment (Students can only do it once in high school)

Strengths Explorer, powered by Gallup, will help uncover your talents and reveal your potential strengths. From there, you can begin a wonderful journey of discovery, and you will have the tools you need to make the most of your talents.

1. Go to "About Me" tab
2. Click on "My Assessments"
3. Click on "StrengthsExplorer"
4. Take the assessment (78 short questions, approximate time 30-45 minutes)

Career Interest Profiler-

This tool can help you discover the types of work activities and careers that match your interests. The interest profiler has 180 questions about work activities that people do at their jobs.

1. Go to "About Me" tab
2. Click on "My Assessments"
3. Click on "Career Interest Profiler"
4. Take the assessment (180 questions, approximate time 30-45 minutes)

Career Cluster Finder-

The Career Cluster Finder will help you learn what career clusters may be a good match for you based on activities that interest you, personal qualities that you have and subjects that you enjoy studying in school

1. Go to "About Me" tab
2. Click on "My Assessments"
3. Click on "Career Cluster Finder"
4. Take the assessment (approximate time 20 minutes)

Career Professional Interviews/Tips: Roadtrip Nation

Watch interviews with people whose interests are similar to your choice of careers. Think of this as Virtual guest speakers

1. Go to "Careers" tab
2. Click on "RoadTrip Nation"
3. Explore through tabs- what's your road, interest, themes, leaders, play list

Game Plan- Create Your Postsecondary Plans

You will complete a series of questions that are designed to help your Career development coordinator and counselor to work with you to develop a game plan for achieving your goals after graduation. You can update your answers to these questions at any time as your plans change.

1. Go to "About Me" tab
2. Click on "Postsecondary Plans"
3. Click on "Game Plan"

Resume'

1. Go to "About Me" tab
2. Click on "My Stuff"
3. Click on "Resume"
4. Click on "+" sign to create various parts of resume as desired'

Colleges I'm Thinking About

1. Go to "Colleges" tab
2. Click on "Colleges I'm Thinking About"
3. Explore
4. As you filter colleges, click on "Add Colleges to List"
5. Select colleges
6. Click on the favorite/heart symbol to add college to your favorite list (this will let us bring college reps to our school according to your choices)

Colleges I am Applying To

1. Go to "Colleges" tab
2. Click on "Colleges I'm Thinking About"
3. From the list as you begin application, select the college in the little square box & click on "Move to application list"

Requesting College Application Documents (edocs) from school: *For SENIORS only -*

From your Naviance student home page. **Click on the "Read more"** button in the "welcome Seniors" box. These will show you mini "how to videos" and answer MANY of your college app, transcript, and letter of recommendation questions. It will also show you how to set up your Common App account and profile (if you have not done this already) and match it to your Naviance Student. Counselors cannot send your edocs to colleges until you complete this step. Be sure to watch each video as you begin the college application process.

Colleges Accepted To

1. Go to "Colleges" tab
2. Click on "Colleges I'm Applying To"
3. Click on "Edit" next to the specific college

4. Click in the “Result” box and choose an item from that box

College Attending

1. Go to “Colleges” tab
2. Click on “Colleges I’m Applying To”
3. Scroll down to “College that I’m Attending”
4. Choose college you will attend from the list and click “Update”
5. Your final transcript will be sent to this college at the end of the school year

Scholarship Search

1. Go to “Colleges” tab
2. Click on “Scholarship and Money”
3. Explore the options

Manage & Report Your Scholarships

1. Go to “Colleges” tab
2. Click on “Scholarships and Money”
3. Click on “Scholarship Applications”
4. Click on “+” sign
5. Enter name of scholarship, amount awarded and change award status to “Awarded”