

Class of 2014

JUNIOR NAVIANCE TRAINING



10 Steps to a Successful College Search Process

Step #1: Connect to Naviance via LHS Home Page – see Naviance icon on right

Username: firstname.lastname
Password: ID #


Step #2: IMPORTANT: Update Your Email Address

- Click on “about me” tab
- Click on *profile* under *official things* section
- Click on pencil icon next to e-mail address to update

Step #3: Review Results of Career and Interest Inventories

- Click on “careers” tab
- Click on *personality type* and *career interest profiler* to review your results
- Interested in trying another career survey? Click on *cluster finder*
- **Want to reset your personality type and career profiler survey? Just let the CRC know.**

Step #4: Create Your Resume

- Click on “about me” tab
- Click on *resume* under *Interesting Things About Me* section
- From the “add a new entry” menu, choose a category—a good one to start with is *Extracurricular Activities*
- Complete the fields and click “Add to Resume”
- Continue until you have included all your activities, volunteer service, work experience, sports, music, etc.
- Click on *Customize Your Printable Resume*
- Click on *create a new print format*
- Name your resume (i.e. Resume 1)
- Choose Style 1 or Style 2
- **Important: Click on box in front of each item you wish to include**
- Click Save and Close
- Click on View/print for finished resume
- Click on Edit to update or change your resume
- **Tip: Click on  icon in the right-hand corner to rearrange sections**

Step #5: Complete a College Search

- Click on “colleges” tab
- Click on *SuperMatch College Search* under *college research* section
- Follow instructions or watch demo video on first page to select criteria that sound interesting
- **Tips:**
 - Click on *More Info* to get a quick snapshot of a school’s profile
 - “Pin” a college to compare it with other schools of interest
 - Click *add to my list* to start creating your college list
- Click on *colleges I’m thinking about* to view/maintain your college list
- Check out scattergrams to see if you fit the academic profile

(more on back)

