

# Class of 2014

## SOPHOMORE NAVIANCE TRAINING

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### 10 Steps to a Successful Career and College Search Process

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

Username: first.name.lastname  
Password: LHS ID #

**Step #2: 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 Personality Type**

- Click on “careers” tab
- Click on *personality type* to review your results
- What are your four letters?
- Click on the “home” tab
- Click on Document Library on the right
- Click on the PERSONALITY TYPES folder and open the document related to your four-letter type. Learn more about majors common to your type, what stresses you out and how you best handle it, your learning style, and how you best study.

**Step #4: Take Career Interest Inventories**

**If you already know of a career you are interested in:**

- Click on “careers” tab
- Click on “explore careers and clusters” on the right
- Type in the name of the career or profession you are considering in the search box
- By clicking on the tabs on the page of a career you are interested in, you can learn about the daily tasks and activities associated with this job, the average salary in Illinois, and what skills are required. You can even watch a video about what this career entails.
- Go back to “explore careers and clusters” and scroll down to the clusters listed.
- Click on the cluster that most matches your interests, or use the drop-down menu to locate your career interest area
- Check out the credentials offered in your area, related careers and majors, even a Plan of Study. Based on the high school courses they suggest, are you on track?
- When you find careers that interest you, click on “add to my list” at the top of the page.

**STEPS 5 THRU 10 ON BACK!**

**If you are not sure what careers might interest you:**

- Click on “careers” tab
- Complete the “career interest profiler” survey. **HINT:** try not to choose “unsure” very often.
- At the end, you will have a list of careers that match your interest. The bolded careers are your best match.
- Now complete the “cluster finder” survey. **HINT:** Make sure you click “next” (not “clear”) on the bottom of each page.
- Once you have your results, add clusters or occupations of interest to your list.

**If you ever want to reset one of your surveys, just let the CRC know.**

**Step #5: If you are ready for it, 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

**Step #6: VERY IMPORTANT! Complete the Sophomore Information Survey 2012 on Naviance.**

- Click on “about me” tab
- Click on and complete Sophomore Information Survey 2012 on the left

**Step #7: *Mark Your Calendar NOW for***

**Sophomore College Workshop: Life After Libertyville**

**Wednesday, April 10**

**7:00 p.m. in the LHS Auditorium**

**Step #8: *Attend the Spring College Fair at CLC on Tuesday, March 13, 6:00-8:00 p.m.***

**Step #9: *Come to the CRC to research colleges, borrow guidebooks, and ask questions.***

**Step #10: *Work hard. Keep up your grades. PLAN AHEAD.***



What is it that you like doing? If you don't like it,  
get out of it, because you'll be lousy at it.

~Lee Iacocca