

Naviance Student Instructions

Logging In:

Website: <https://student.naviance.com/splainfieldhi>

Career Exploration:

Career Interest Profiler:

- The Career Interest Profiler is a tool used to help identify career and work activities that match your interests. If you have not already completed the Career Interest Profiler, please follow the steps below:
 - Click on the “Careers” tab toward the top right side of the Naviance home page
 - Select the “Careers Home” link
 - Select the “Career Interest Profiler” link
 - Click on “Start” to begin

Career Searches

- Click on the “Careers” tab toward the top right side of the Naviance home page
- Click on the “Explore Careers, Clusters, and Pathways” link
- You can choose to research careers by clicking on a career cluster or
- You can search for a specific career by entering it in the search bar under “Lookup by Keyword”

Roadtrip Nation

- Roadtrip Nation offers an array of videos of interviews with individuals holding positions in various career fields. From CEO’s to art directors, lawyers to engineers, and everything in between, Roadtrip Nation provides inside information on careers and gets answers to the questions you need to know.
 - Click on the “Careers” tab toward the top right side of the Naviance home page
 - Select “Roadtrip Nation Interview Archive”
 - You can click on the “Find your Road” button or search by categories

College Searches and Information:

College Search

- To conduct a college search:
 - Begin by clicking on the “Colleges” tab toward the top right side of the home page
 - Click on “Find your Fit”
 - Next, click on “Advanced College Search”
 - Enter the criteria you’re looking for in a college (i.e. major, location, cost, etc) and click “View Matches”
 - Once the list of colleges is generated, you can learn more about each individual school by clicking on the college name. This will provide you with information on tuition, acceptance rates, graduation rates, deadlines, and majors, as well as, provide

a realistic assessment of your chances of admission at colleges where prior graduates have applied

- You can also save colleges to your “Favorites” list by clicking on the heart icon in the college profile page.
- To search for a specific college:
 - Click on the “Colleges” tab toward the top of the Naviance home page
 - Type the college name into the search bar and click “Search”
 - Once the college name is generated, click on the link to access further information on the school.
- Creating a “Colleges I’m Thinking About” list
 - If you are interested in a college that you have researched, you can add it to your “Colleges I’m Thinking About” list by clicking on the heart icon next to the school name in the college’s Naviance profile page

Resume:

- Resumes will be needed when requesting letters of recommendation and for college and employment applications. It will also be an assignment in your senior English class at the beginning of senior year.
- To create a resume:
 - Click on the “About Me” tab on the Naviance homepage
 - Click on the “My Stuff” link
 - Then click on the “Resume” link
 - To create a new resume, click on the + sign located in the pink circle
 - To add information and activities to each section of the resume, click on the + sign in the pink circle and choose the section you would like to work on
 - Once all activities and experiences are entered, click on “Print/Export Resume”
 - Choose the link to download your resume as either a PDF or Word document

Linking your Common Application account to your Naviance account:

- If you are applying to schools via the Common Application, you will need to match your Common Application account to Naviance. Make sure that the schools you are requesting transcripts from are entered in your Common Application or your transcripts and letters will not be able to be sent.
- First, visit www.commonapp.org to create your Common App account
 - Click on “Log In”
 - Click on “Student”
 - Click on the “Create an Account” link and follow directions
 - *You must use your PERSONAL EMAIL, not your school email*
- Once your account is created:
 - Click on the “Common App” tab
 - Click on “Education”
 - Complete the information for “Current or Most Recent Secondary School” (i.e. SPHS)
 - Click on the “College Search” tab

- Enter the name of a college you will be applying to and click “Search”
- Check the box next to the school name and click “Add”
 - This will add the college to your “My Colleges” tab
 - You will need to do this for all colleges you are applying to via the Common App
- Click on the "My Colleges" tab
- Click on “Recommenders and FERPA”
- Follow the directions to complete the FERPA waiver
 - It is suggested that you “waive your right” to view your letters of recommendation, as colleges prefer this. However, you are not required to waive your right.
- To match your accounts:
 - 1. Log into your Naviance account
 - 2. In the “favorites” box, click on the “Colleges I’m Applying To” link
 - 3. Click on “Match Accounts”, located in the pink box toward the top of the screen
 - 4. Enter your personal email address that you used for the Common Application (*NOT YOUR SCHOOL EMAIL*) and date of birth, then click “Match Accounts”. This will import the schools listed on your Common Application account to your “Colleges I’m Applying To” list in Naviance

Create a List of Colleges You’re Applying to:

- Creating a “Colleges I’m Applying To” list
 - Add any colleges that you are applying to that **don’t** accept the Common App into the “Colleges I’m Applying To” area. (any colleges listed in your Common App account will populate in your Naviance account)
 - To do so:
 - Click on “Colleges I’m Applying To”, located in the favorites box on the home page
 - Click on the “+” sign to add a college
 - Once all of your colleges are added, click on the “Edit” link next to each school
 - Choose the deadline type for each application
 - Early Action: Non-Binding
 - Early Decision: Binding
 - Regular Decision
 - Rolling Admission
 - Choose how you will be applying
 - Common App or directly to the institution

Requesting Transcripts:

- Click on the “Colleges I’m Applying” to link, located in the favorites box on the home page
- Then click on “Request Transcripts”
- Check the box for initial and midyear transcript

- If you would like unofficial SAT or ACT scores on your transcript, check the appropriate box
 - ***You still must send your SAT/ACT scores officially from collegeboard.org and actstudent.org to each college you apply to***
- From the drop down menu, choose the colleges you would like your transcript sent to
- You **MUST** also submit a transcript release form, signed by a parent/guardian, to your counselor. Without this form, your transcript will not be sent.
- This form can be accessed in the Guidance Office, on the SPHS Guidance Department website, or on Naviance

Requesting Letters of Recommendation

- Click on the “Colleges” link toward the top of the home page
- Click on “Apply to College”
- Click on “Letters of Recommendation”
- Click on “Add Request”
- Choose a teacher from the drop down menu
- Choose whether you would like them to submit their letter to all colleges or only certain colleges on your list
- Click “Submit”
- ***In addition to requesting letters via Naviance, you MUST request letters in person, as well. Make sure to provide whoever is writing your letters with a copy of your resume***
- Request letters **at least** 2 weeks prior to the application deadline
- If you are applying to colleges via the Common Application, you will also need a letter of recommendation from your counselor. Make sure to see your counselor and provide them with a copy of your resume.

Once you have submitted your applications:

- Click on “Colleges I’m Applying To”
- Click on the “Edit” link next to each college
- Check the box next to “I’ve Submitted My Application”
- Click “Save College Application”

Admissions Decisions

- To enter admissions decisions:
 - Click on the “Colleges I’m Applying To” link
 - Click on the “Edit” link next to each college in your list
 - In the drop down menu under “Result”, choose your admissions decision (i.e. accepted, denied, waitlisted, deferred) for each school
 - Click on “Save College Application”