



A LEARNER'S GUIDE TO NAVIANCE

Academy High School

Naviance is a college and success planning tool designed to help high school students plan their college search, communicate with their guidance counselors, and stay on top of tasks and assignments related to their learning plan and college application process. Your counselor will be working with satellite groups to ensure that every learner utilizes the unique features in *Naviance* through Family Connection. While we are guiding you through Family Connection at school, we encourage you to explore the great features of this comprehensive website with your family at home.

Getting started:

Student signs on to Naviance "Family Connection": <https://connection.naviance.com/academyhs>

User Name: **Network Login (first name.last name.1)**

Password: **Student ID # (123456 – password cannot be changed)**

Student must enter a personal email in "Family Connection" **(Please be thoughtful about the email address you are using. This will be the same email you will use on your college applications.)**

- 1) Top tool bar click on "Manage My Account"
- 2) Click on "Manage My Profile"
- 3) Click on the pencil  next to email
- 4) Enter personal email
- 5) Confirm by entering email again
- 6) Click on update

Next, click on the orange tab on the left side of the screen that says "home".

On the left side of the Home screen you will see links to:

- **School Website** will allow you to access the AHS webpage
- **College Board SAT and ACT**- the two links that will allow you to go directly to the SAT or ACT websites to learn the testing dates, locations, and allow you to register for the next test. You can also use this link to find out your scores and request that they are sent to colleges.
- **Reality Check**- a helpful website about career choices and their financial implications.
- **NCAA**- a direct link to enrollment on the NCAA website for all students interested in playing college sports for a college team.
- **PISD University Ready**- our webpage designed to help you in your college and financial aid search.
- **FAFSA**- the website parents and students will go to when completing the application for federal assistance when applying and paying for college. This website (www.fafsa.ed.gov) is the FREE site so make sure you use this link!
- **Apply Texas and Common Application**- the two main college application sites you will need to enroll for colleges during your senior year. Once you determine the application that your colleges of choice prefer, use these links to set up a username and password and save your application to be sent out as you need them. ***It is strongly advised to be aware of these your junior year and complete the applications as soon as they are open the summer between junior and senior year.**

ACTIVITIES: (see tabs under “family connection”)

- 1) Colleges: this allows you to explore different colleges
 - At Super Match College Search you can select criteria on the left that fits what type of college you are looking for
 - AT College Lookup you can look at specific information about and individual college
 - At Colleges I’m Thinking About you can enter schools that you are considering
- 2) Careers: this is where you can explore different careers. This is great to do after you complete the Career Interest Profiler
- 3) About Me: this is where students record information about themselves, college plans, thoughts and interests. Here you will find: Resume, Portfolio, Personality Type and Career Interest Profiler
- 4) My Planner: this is where students will get an overview of what is coming up on their calendar, as well as, be reminded of goals they should be working on, their to-do list, and any tasks assigned to them by Academy

Feature	Description	How to Access
Resume	*Record your high school activities, awards, volunteer experiences, etc. *Rearrange your information into multiple printable versions of your resume to present to potential employers and colleges.	1. Click on the About Me tab. 2. Click on the Resume hyperlink under Interesting Things About Me section.
College Searches	*Set search criteria to yield a list of colleges to explore. Save your search to access/modify. *Click on various tabs of individual college profiles to learn more about financial aid, majors, degrees, and campus life. *Add colleges you are interested in to your My Colleges list.	1. Click on the Colleges tab at the top of the page. 2. Go to any link under College Research if you are seeking ideas about colleges to consider based on your interests, locations, or funding.
Personality Survey	*Completion of the assessment will generate a report that will provide you with important information about your personality characteristics. You will learn about careers matched to you, your personal strengths, how you negotiate your daily life, and a host of other useful information.	1. Click on the About Me tab. 2. Click on the Personality Type hyperlink under Interesting Things About Me section.
Career Interest Profiler	*A career interest survey. Use the results to explore suggested occupations; examine the education, training, and skills required, as well as wages typical for these occupations. *The information is also useful when exploring possible college majors.	1. Click on the Careers tab. 2. Click the Career Interest Profiler hyperlink under What Are My Interest? section.
Adding Colleges to your List	*After using your specific search criteria to explore colleges that may fit your needs, you may have other colleges in mind based on family history, personal preferences, or scholarship opportunities. You can always add these colleges to your list.	1. Add more colleges to your college list by clicking the link under My Colleges called “Colleges I’m Thinking About”. 2. Click the “Add colleges to this list” link and search the alphabetical directory of options to add one or several choices.
Test Scores	*All tests taken throughout high school will be uploaded to Naviance so you can see your scores at any time	1. Click on the Careers tab. 2. Look on left side and click Test Scores link.
Scholarships	*Once your personal information is completed in the About Me tab and your college interests are searched, you are ready to look for scholarships. *Local and national scholarship opportunities are posted to give you the maximum options.	1. Click under the Careers tab. 2. Look in the Scholarship and Money section at the bottom. - Scholarship Match will give results the more information you include in About Me and your college preferences - Scholarship List is a list of current and upcoming local scholarships that may match you - Scholarship Applications are available for you to complete online - National Scholarship Search gives you opportunities for scholarships on a national level

*****When it comes time for college applications and sending transcripts to colleges, we will do that through Naviance, as well. Stay tuned for more information.**



Tasks assigned by grade level

Each grade level will be assigned specific tasks to be completed each year through Family Connection. Several of these tasks you will be updating every year, so that you and the colleges you apply to will have the most up-to date view into who you are as a learner and your goals for the future.

Freshmen (First years)

- Strengths Explorer
- Personality Type
- My Goals
- Begin to create resume
- Explore favorite colleges

Sophomores (Second years)

- Make sure all freshman tasks have been completed, plus...
- Career Interest Profiler
- Cluster Finder
- Build on Resume
- Update College favorites

Juniors (Third years)

- Make sure all freshman & sophomore tasks have been completed, plus...
- Update Resume
- Refine College favorites & Career interests
- Complete your Game Plan

Seniors (Fourth years)

- Make sure everything is in order and ready to be sent to colleges
- As you complete your applications, ask your counselor to send recommendations through Naviance, as needed. Please allow 3 weeks to be sent. Be aware of your deadlines and act accordingly.

The goal of Naviance and Plano ISD is to make college and career planning as smooth as possible. Academy Counselors are here to help guide you through this sometimes intimidating process. Please contact us if you have any questions.

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