



**LOWER MERION SCHOOL DISTRICT
COUNSELING DEPARTMENT
PRESENTS**

**A GUIDE TO USING NAVIANCE
FOR CAREER & COLLEGE PLANNING**



NAVIANCE

**LOWER MERION SCHOOL DISTRICT
LOWER MERION AND HARRITON HIGH SCHOOLS**

Naviance User Instructions

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Login Page


To log into Naviance, please go to:

<https://student.naviance.com/lowermerion> or <https://student.naviance.com/harriton>

If you do not know your email address, please contact your student's school counselor.

If you know your email address, but not your password, the login page has a "forgot your password" link. Please select it and follow the prompts to reset your password

 **Naviance** | *Student*



Welcome to Naviance Student

Email

Password

☐ Remember me

[Forgot your password?](#)

Login

[Need additional help?](#)

Are you new here?

[I need to register](#)

Harrington Senior High School
CEEB Code 394290
600 North Ithan Ave.
Rosemont, PA 19010-1773
p: 610-645-1800
www.lmsd.org/schools/harriton/
[Privacy Policy](#)

Homepage

The screenshot shows the Naviance Student homepage. At the top, there is a header bar with 'English', 'Give feedback', '5 new messages', and 'LOG OUT'. Below this is a navigation bar with 'Home', 'Colleges', 'Careers', 'About Me', and 'My Planner'. The main content area starts with a 'Welcome, Caroline!' message and a search bar labeled 'Search for Colleges' with a dropdown arrow and a text input field 'Type a college name' with a 'SEARCH' button. Below the search bar are two columns of content. The left column has a 'Welcome Class of 2020!' section with a 'Read more' button. The right column has a 'My Favorites' section with three items: 'COLLEGES I'm thinking about', 'COLLEGES I'm applying to', and 'CAREERS AND CLUSTERS I'm thinking about'. Below these are two more sections: 'Important To-Dos and Tasks' with a 'See All in My Planner' button, and 'What's New' with two upcoming events. At the bottom, there is a 'Resources to get ready' section with a 'Document Resources' button, and a 'From My School' section with links to 'Harriton High School', 'Counseling Dept.', 'Common Application', and 'FAFSA', as well as 'PAGES' for 'Responsibilities', 'Types of Admission', 'Financial Aid', and 'PSAT Flashcards'. A 'View all from my school' button is also present.

English Give feedback 5 new messages LOG OUT

Naviance | Student

Home Colleges Careers About Me My Planner

Welcome, Caroline!

Search for Colleges Type a college name SEARCH

Welcome Class of 2020!

A primary goal of The Student Services Department at Harriton High School is to assist you in attaining your maximum potential.

During your high school career, we will use Family Connection's enhance features such as easy-to-use web applications for you and your parents to use with your college and career planning. Family Connection also has additional features such as resume building,

Read more

My Favorites

COLLEGES I'm thinking about

COLLEGES I'm applying to

CAREERS AND CLUSTERS I'm thinking about

Important To-Dos and Tasks

Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what's next or create a goal or to-do.

See All in My Planner

What's New

United States Naval Academy will be visiting your school on Monday, December 3rd, 2018 at 9:30 am more info

Valley Forge Military College will be visiting your school on Monday, December 10th, 2018 at 9:30 am more info

Resources to get ready

Document Resources

From My School

LINKS
Harriton High School
Counseling Dept.
Common Application
FAFSA

PAGES
Responsibilities
Types of Admission
Financial Aid
PSAT Flashcards

UPDATES
Your school has no new updates. Check back later.

View all from my school

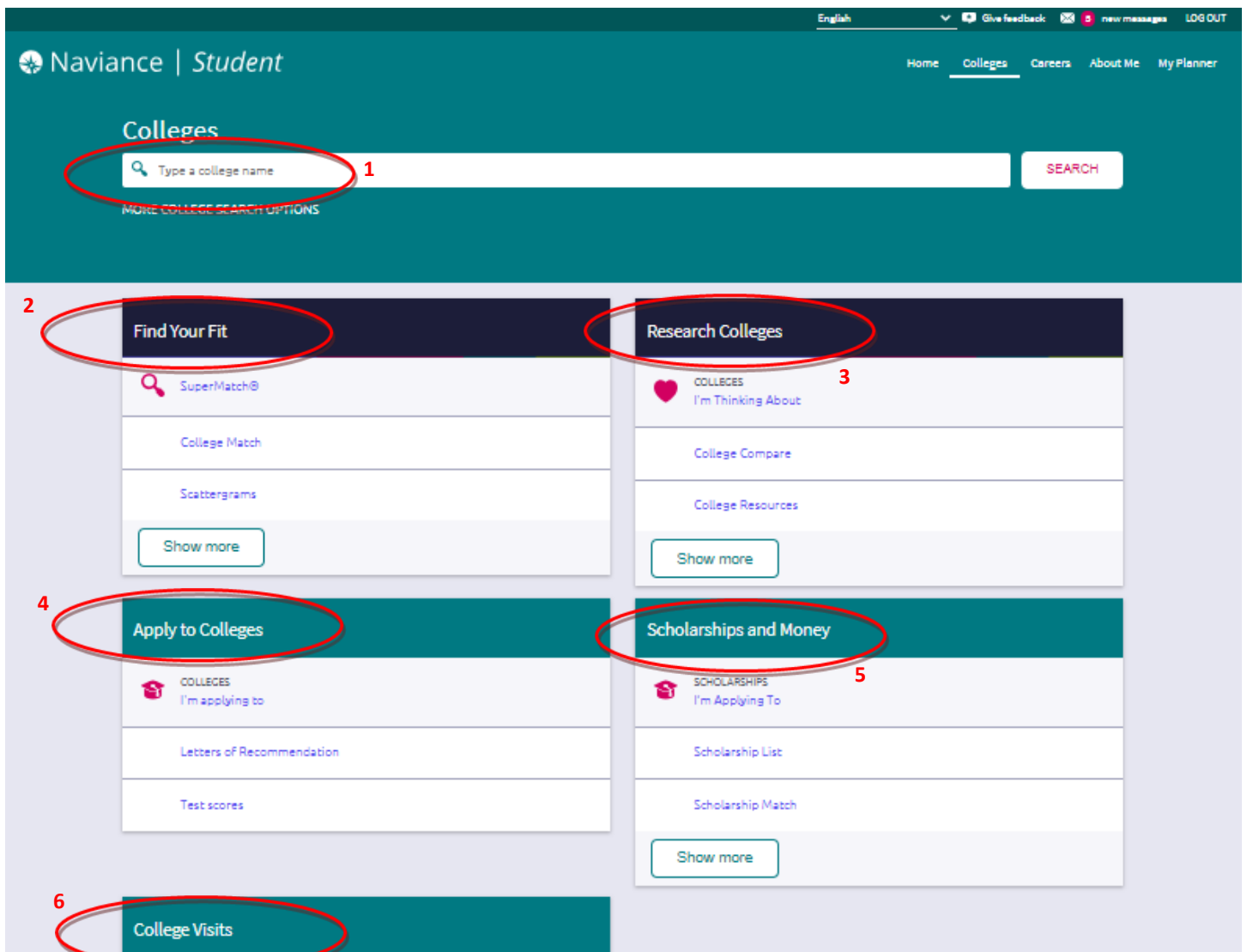
Homepage (continued)

- 1. Navigation Bar:** Once you sign into Naviance Student, you will land at the homepage. From this homepage, you can access all of the other sections on the website through the navigation bar.
- 2. New Messages:** The Lower Merion and Harriton School Counseling Offices send messages through Naviance Student. Emails sent through Naviance will also email the LMSD student email accounts. Usually, these messages will let you know when important deadlines or events are approaching.
- 3. Toggle:** Use this feature to find helpful information about a specific college or career quickly. The toggle arrow allows you to switch from a college search to a career search.
- 4. Welcome Message:** This is where students can find a message from the School Counseling Department.
- 5. My Favorites:** As students navigate through Naviance's website, they can favorite pages by clicking the heart icon. The My Favorites section allows students to access their collection of favorites quickly.
- 6. Important To-Dos and Tasks:** Students can use this planner in a calendar or list form. Students can assign themselves a task, set a goal, and mark them as complete.
- 7. What's New:** In the fall, college representatives visit our schools during the school day for a College Visit, so students have the opportunity to learn about the school. This could be an essential piece of the college search process. Students can sign up for a College Visit through Naviance.
- 8. Document Resources:** The Lower Merion and Harriton School Counseling Departments have uploaded documents to help students in the college application process, including the parent brag sheet, the junior questionnaire, and the transcript release form.
- 9. From My School:** Access hyperlinks for the post-secondary planning process.

The Colleges Section

The Colleges section allows students to:

1. Search for a college's profile on Naviance.
2. Find the best fit colleges using various search tools.
3. Research information, including admission statistics.
4. Apply to colleges during the senior year.
5. Search for local and national scholarships.
6. Sign up for a College Visit.



SuperMatch® College Search

SuperMatch® College Search helps students narrow down schools by finding the “best fit” through a wide range of student specified criteria.

There are several categories of preferences students can choose from, but students do not have to answer everything under each category. The categories include the following: Location, Academics, Admission, Diversity, Institution Characteristics, Cost, Student Life, Athletics, and Resources.

Follow these steps for the SuperMatch® College Search:

1. Use the Choose Fit Criteria bar to select the preferences for each category.
2. Designate the importance of each criterion.
3. Find out why the college is recommended (see which criteria each school offers).
4. Pin the college to compare with other colleges, and favorite the college to add it to the Colleges I'm Thinking About list.
5. Customize what information is displayed for easy comparison. The choices include: Admission Info, Athletics, Diversity, Cost, Institution Characteristics, and Student Life.
6. Save the search for future reference.

The screenshot shows the SuperMatch College Search interface. At the top, there's a navigation bar with 'Naviance | Student' and links for Home, Colleges, Careers, About Me, and My Planner. Below this is the 'SuperMatch College Search' header. A red circle labeled '1' highlights the 'Choose Fit Criteria' bar, which includes categories like Location, Academics, Admission, Diversity, Institution Characteristics, Cost, Student Life, Athletics, and Resources. Another red circle labeled '2' highlights the 'Your Fit Criteria' section, which shows 3 selected criteria and instructions to move them into 'Must Have' or 'Nice to Have' boxes. A red circle labeled '3' highlights the 'Must Have' box, which currently contains 'Major [1]'. A red circle labeled '4' highlights the 'Nice to Have' box, which contains 'Location [1]' and 'Acceptance Rate [1]'. A red circle labeled '5' highlights the 'Your Results' section, which shows a table of colleges. A red circle labeled '6' highlights the 'Saved Searches' section, which includes a dropdown menu, a 'Save Search' button, and a 'Start Over' button. The 'Your Results' section shows two colleges: Cornell University and Binghamton University - SUNY. Each college entry includes a 'Fit Score' (88% for Cornell, 76% for Binghamton), an 'Academic Match' section with GPA, SAT, and ACT scores, a 'Pick what to show' dropdown, 'Tuition & Fees', and 'Admission Info'. Red circles labeled '4' and '5' highlight the 'PIN TO COMPARE' and 'FAVORITE' buttons for Cornell University, and the 'Why?' button for its Fit Score.

College	Fit Score	Academic Match	Pick what to show	Cost	Admission Info
Cornell University Ithaca, NY, Small City 4 year, Private nonprofit	88% Why?	Average GPA: N/A, SAT: 1430, ACT: 32.5 Your GPA: N/A, SAT: N/A, ACT: N/A	Customize what you see here—Choose a category above	Tuition & Fees: \$50,712 Room & Board: \$13,900	Acceptance Rate 14% Accepts Common App Accepts Coalition App App Fee \$80
Binghamton University - SUNY Vestal, NY, Suburban, Large City	76%	Average GPA: 3.81, SAT: N/A, ACT: N/A Your GPA: N/A, SAT: N/A, ACT: N/A	Customize what you see here—Choose a category above	Tuition & Fees: \$6,470 In State (IVY)	Acceptance Rate 44% Accepts Common App

Advanced College Search

With the Advanced College Search tool, students can enter the specific information about the type of college they are looking for, and find a list of colleges that match their criteria.

Like SuperMatch® College Search, there are several categories of preferences. Students can search using only a few preferences or selecting from all of them. The categories include the following: Type, Location, Students, Admission, Athletics, Majors, Costs, and Special Programs.

Follow these steps for the Advanced College Search:

1. Select the category first.
2. Enter the preferences under each category.
3. At the end of each category page, students can click 'Show Matches' to show the list of colleges that meet their criteria, or continue to add additional preferences to the search.
4. On the last page, discover more information about the schools by clicking the More button.
5. Select colleges to add to the Colleges I'm Thinking About list.
6. Save the search for future reference.

Advanced College Search Search for colleges

To start, begin with a section that's important to you. It's up to you which questions you answer and in what order. You can view your results at any point along the way by clicking **View Matches**. Once you have narrowed down your list of schools, you will be able to compare these colleges using historical admissions results from your own school.

0 Matches

[View Matches](#) [Start Over](#)

Type Location Students Admission Athletics Majors Costs Special Programs

School Type

Two-Year vs. Four-Year

☐ Two-Year

☐ Four-Year

☒ No preference

Coed vs. Single-sex

☐ All Male

☐ All Female

Public vs. Private

☐ Public

☐ Private

☒ No preference

Campus Surroundings

☐ Large City

☐ Small City

☐ Large Town

☐ Small Town

☐ Rural

College Groups

No Preference ▼




Religious Affiliation





Colleges I'm Thinking About

Once students complete a college search, they can select colleges to add to the Colleges I'm Thinking About list. Colleges on this list will be saved for students and families to review as they keep track of the schools they are considering.

Students in all grade levels have access to this feature. Once students are in 12th grade, they can transfer the colleges in their Thinking About list to their final college list, which is called Colleges I'm Applying To.

On the Colleges I'm Thinking About page, students can:

1. Add or remove colleges to/from the prospective college list.
2. See the application method for each school.
 - a.  = online application through the college's website or Coalition Application
 - b.  = online application through The Common Application
 - c.  = application must be mailed
3. See the application deadlines for each college.
4. Rank the level of interest, which can be helpful when touring the colleges.
5. Find out more information about each college in the last column.
 - a. Admission Office contact information
 - b. Scattergram
 - c. College Website
6. Discover how the student's stats compare against the high school's averages for each college.

Colleges I'm thinking about							
<div> <div>+ Add Colleges to List</div> <div>Compare Me</div> </div>							
<div> <div>UPDATE INTEREST</div> <div>REMOVE</div> <div>= extended profile available</div> </div>							
College	Delivery type	Added By	Application Deadlines		Interest		
<input type="checkbox"/>	Adelphi University		Student	Early Action	December 1	N/A	<input checked="" type="checkbox"/> MORE
<input type="checkbox"/>	Bucknell University		Student	Multiple Deadlines		N/A	<input checked="" type="checkbox"/> MORE
<input type="checkbox"/>	Fairleigh Dickinson University - Florham Campus		Student	Early Decision	November 15	N/A	<input checked="" type="checkbox"/> MORE
<input type="checkbox"/>	Kutztown University of Pennsylvania		Student	N/A		N/A	<input checked="" type="checkbox"/> MORE

Colleges I'm Applying To

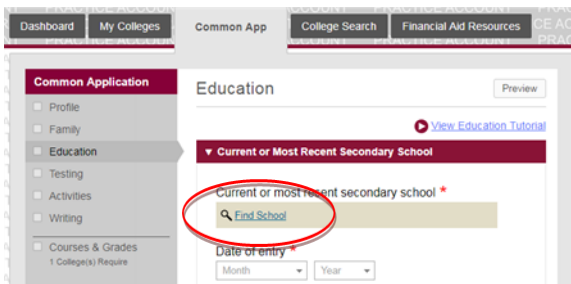
The Colleges I'm Applying To list is only available to 12th grade students. This page has all of the same features as the Colleges I'm Thinking About page, but this list is much more important since it is where students develop their final college list.

While students do not complete their applications on Naviance, the colleges they intend to apply to **MUST** be listed on this page. Listing the schools on Naviance allows teachers and counselors to have the necessary access for sending supporting documents to each school e.g., letters of recommendation, transcript, school profile, and other forms required by the colleges.

Matching The Common Application

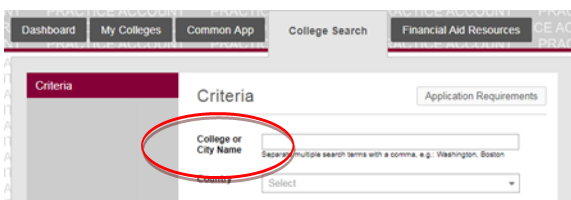
The Colleges I'm Applying To list accompanies The Common Application. Matching the accounts is required if any of the schools are Common Application schools. Students must follow these steps to match their accounts:

1. Log into the Common Application at www.commonapp.org
2. Complete these initial tasks:

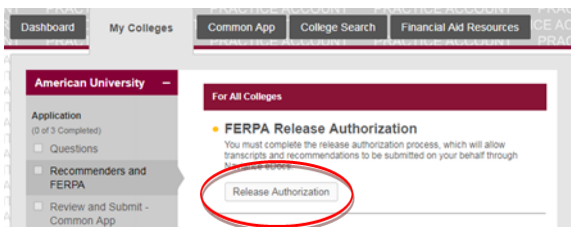


A. Complete the Current or Most Recent School segment of the Education Section.

- Click Find School to add Harriton or Lower Merion.



B. Add at least one college to the My Colleges list. Use the College Search tab to find a school.



C. Read and sign the FERPA Release Authorization in the Recommenders and FERPA section of the My Colleges tab.

3. Log into Naviance and go to the Colleges I'm Applying To page.

Matching The Common Application (continued)

4. Select Match Accounts, and enter their email address and date of birth on the next screen.

Naviance | Student

Colleges I'm applying to

It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.

Match Accounts

Naviance | Student

Common App Account Matching

Note! Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on [Common App Online](#)
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

TIPS

These tips will help you successfully match your accounts.

- Make sure you use the email address that you chose for your Common App account.
- Make sure that last name on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the date of birth on your Naviance Student account matches the date of birth on your Common App account.

Match Your Accounts

Provide email address you are using for Common App and your date of birth.

Common App Email Address:

Date of Birth

01/15/2003

Match Accounts

I don't need this

5) Some colleges only offer one type of application to apply to their school while others provide a few methods to apply: The Common Application, the Coalition Application, directly on the institution's website, or by mail. Students must review their Colleges I'm Applying To list and ensure that they have selected how they are applying to each school if there is a choice. A question mark on the computer icon under the submission column indicates that the student did not select how they are applying. Click the edit icon to remove the question mark and identify how the application will be submitted on the next page. This is an essential step for students to complete before applying because the colleges will not receive supporting documents if the question mark remains.

Naviance | Student

Colleges I'm applying to

✓ Your Common App account has been matched. Your FERPA status is waived. You're ready to apply to colleges using Common App.

Application Milestones | Compare Me

extended profile available

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
Gettysburg College	RD	Regular Decision 15	no request	Initial materials submitted	Unknown	Unknown
Muhlenberg College	ED	Early Decision 15	no request	Initial materials submitted	Unknown	Unknown
Pennsylvania State University	RD	Regular Decision 30	no request	Pending	Unknown	Unknown

Naviance | Student

Quick Links

More Search Options

SuperMatch®

Advance college search

College lookup

MY COLLEGES

Colleges Visits

Colleges I'm thinking about

Colleges I'm applying to

Letters of recommendation

COLLEGE RESEARCH

Scattergrams

College research

Cancel

Edit College Application

Temple University (PA)

Have you submitted your application?

☐ I've submitted my application

Division

N/A

I'll submit my application

☐ Via Common App

☐ Direct to the institution

☒ I'm not sure yet

College Deadline

No Date

Counselor Override

Not Applicable

App type

Regular/Decision

Result

Unknown

Waitlisted/Deferred

N/A

Interest

N/A

Format

N/A

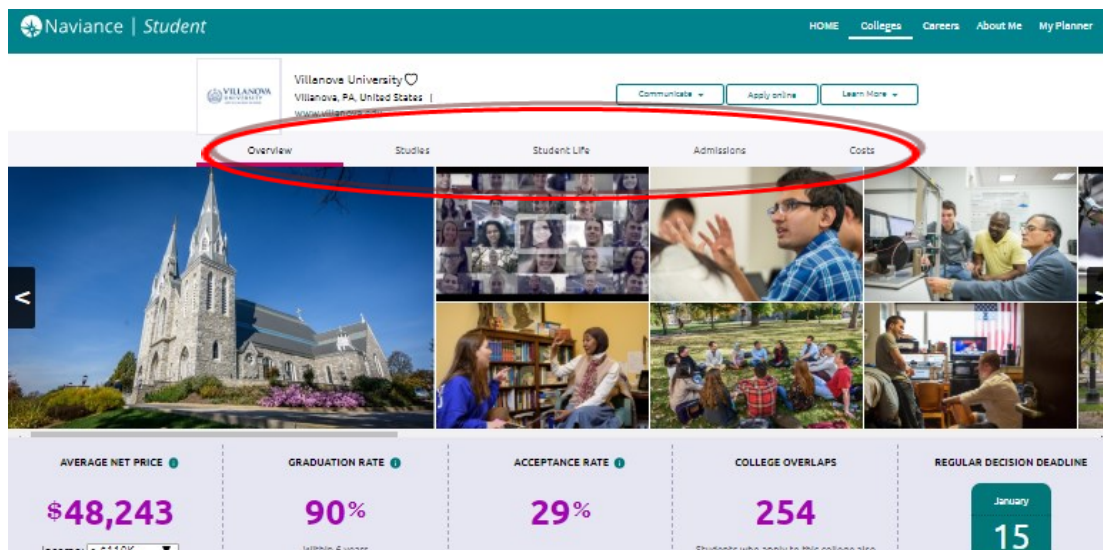
Save College Application

Sample College Homepage

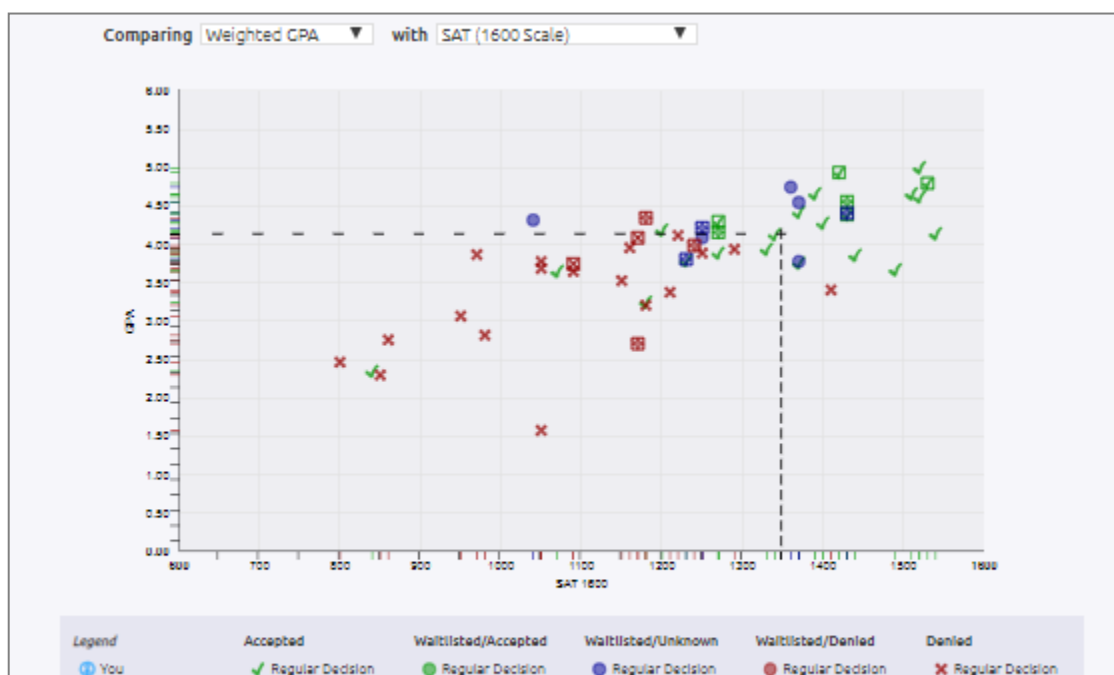
The Overview tab provides general information about cost, graduation rate, acceptance rate, college overlaps, and deadline dates.

Navigating the toolbar at the top will provide specific information about the school's academic programs, student life, admissions, and costs. College majors are located under the Studies tab.

By clicking the Admissions tab, students can access the Scattergram which shows their high school's historical information of the college decision outcomes. The dashes across each axis indicate the average GPA and average standardized test scores of students who have been accepted to the school. There is also a legend underneath the Scattergram which explains each symbol.



Sample Scattergram:



Explore Careers and Clusters

An essential piece of the post-secondary planning process is career exploration. Naviance has many ways to learn about various careers, and we integrate this into our School Counseling Transition Experience (SCATE) classroom lessons.

During the 10th grade year, students complete a Career Interest Profiler, which uses the Holland Interest Code to help students discover their top interests. Based on the Profiler responses, careers are identified and listed in order of how much post-secondary preparation is required. Students can click on each specific career to learn more about the field, see the related college majors, and also find out which colleges offer each major.

Students do not need to know their Holland Code to complete a career search on Naviance, but it is one of the categories below. In this example screenshot, the student started to search for a career by looking up a keyword.

Students can also search by category, Holland Code, career name, or career cluster and pathway.

Naviance | Student Home Colleges Careers About Me My Planner

Quick Links

- EXPLORE CAREERS
 - Favorite careers and clusters
 - Explore careers and clusters
- WHAT ARE MY INTERESTS?
 - Career cluster finder
 - Career interest profiler

Explore Careers and Clusters 🔍 Type a career

♥ View my favorite careers and clusters

Career Lookup

Lookup by keyword

retail **Go**

Lookup by category

N/A **Go**

Lookup by Holland Code [Learn More](#)

No Preference **Go**

Lookup by career name

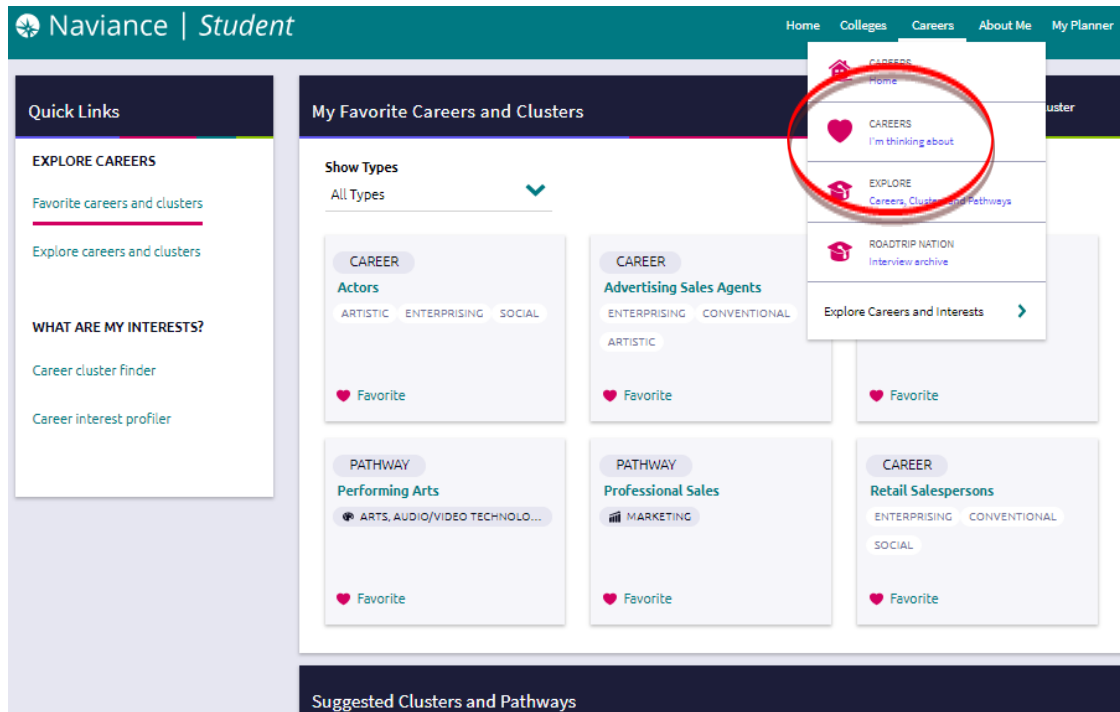
A B C D E F G H I J K L
M N O P Q R S T U V W X
Y Z

Career Name

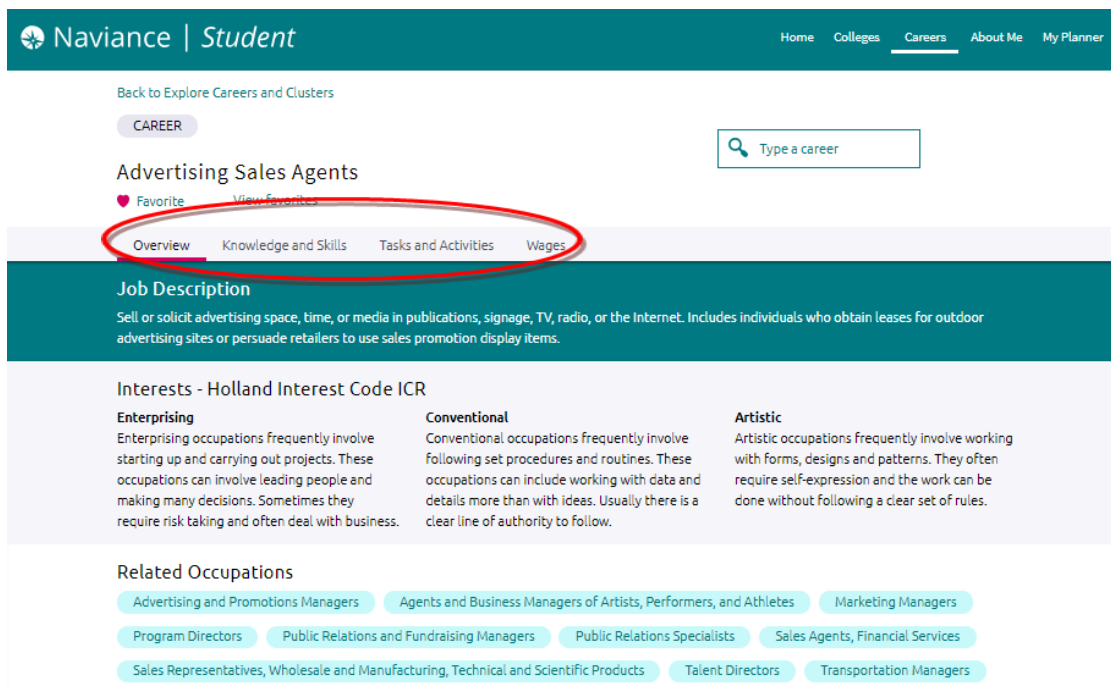
- First-Line Supervisors of Non-Retail Sales Workers
- First-Line Supervisors of Retail Sales Workers
- Order Fillers, Wholesale and Retail Sales
- Purchasing Agents, Except Wholesale, Retail, and Farm Products
- Retail Loss Prevention Specialists
- Retail Salespersons
- Wholesale and Retail Buyers, Except Farm Products

Careers I'm Thinking About

Similar to the Colleges I'm Thinking About page, Naviance has a page for students to keep track of the careers they are considering. Students can locate this page under the Careers tab.



When students click into a career that they added as a Favorite on the Careers I'm Thinking About page, they can see an overview of the career, a job description, interests related to the career, similar occupations, important knowledge and skills, typical tasks, most common work activities, and average wages.

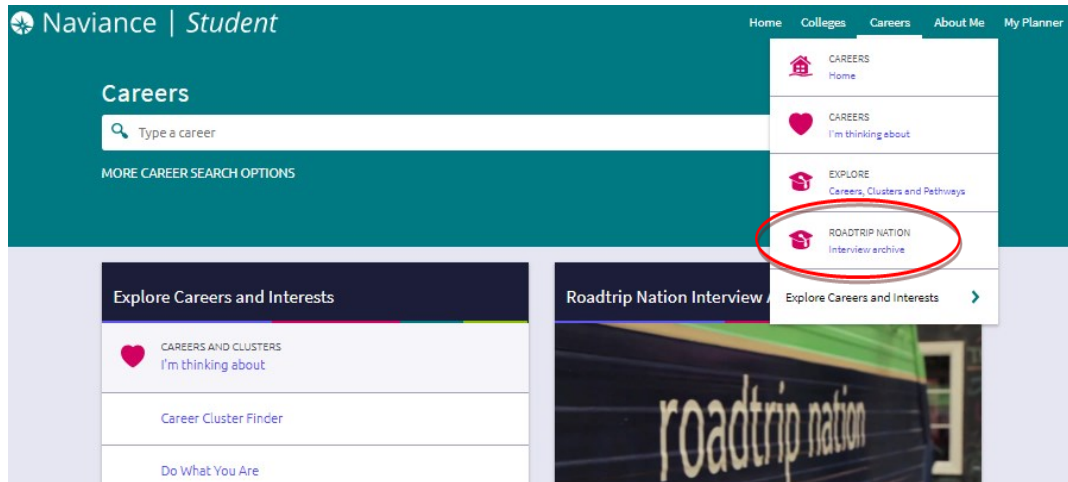


Roadtrip Nation

A fun way to explore careers online is with Roadtrip Nation on Naviance. Roadtrip Nation enables students to select broad areas of interest, and watch interviews with professionals in those fields.

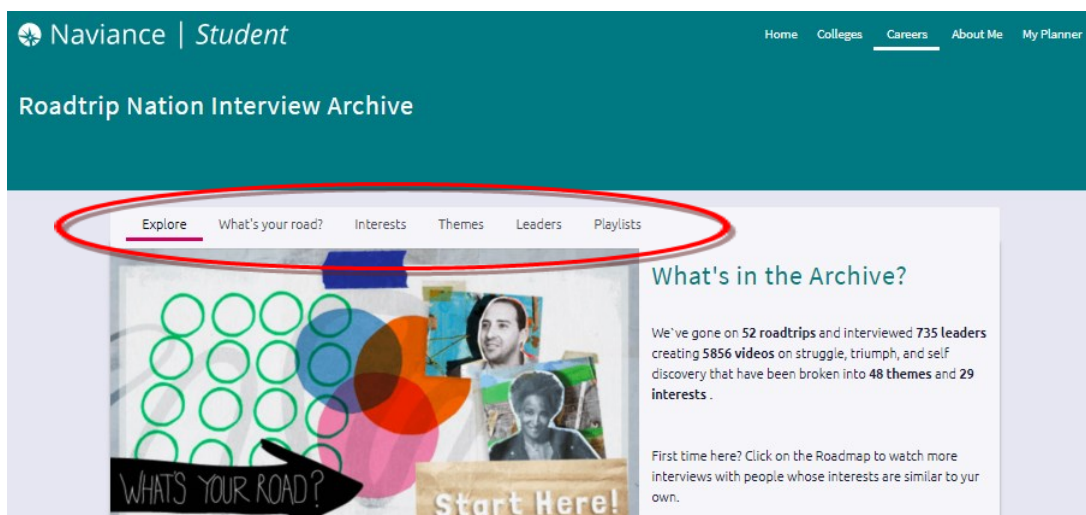
About fifteen years ago, recent college graduates took to the road to gain a better sense of life direction. What started as a road trip turned into a trip with a goal in mind: to interview people who do what they love, and to find out what path led them in that direction. The graduates bought a mechanically questionable RV for their trip, painted it green, and have since traveled over 500,000 miles to talk to over 1,000 people. That road trip has become an organization dedicated to helping people find career and life fulfillment.

Students can find Roadtrip Nation under the Careers tab on Naviance.



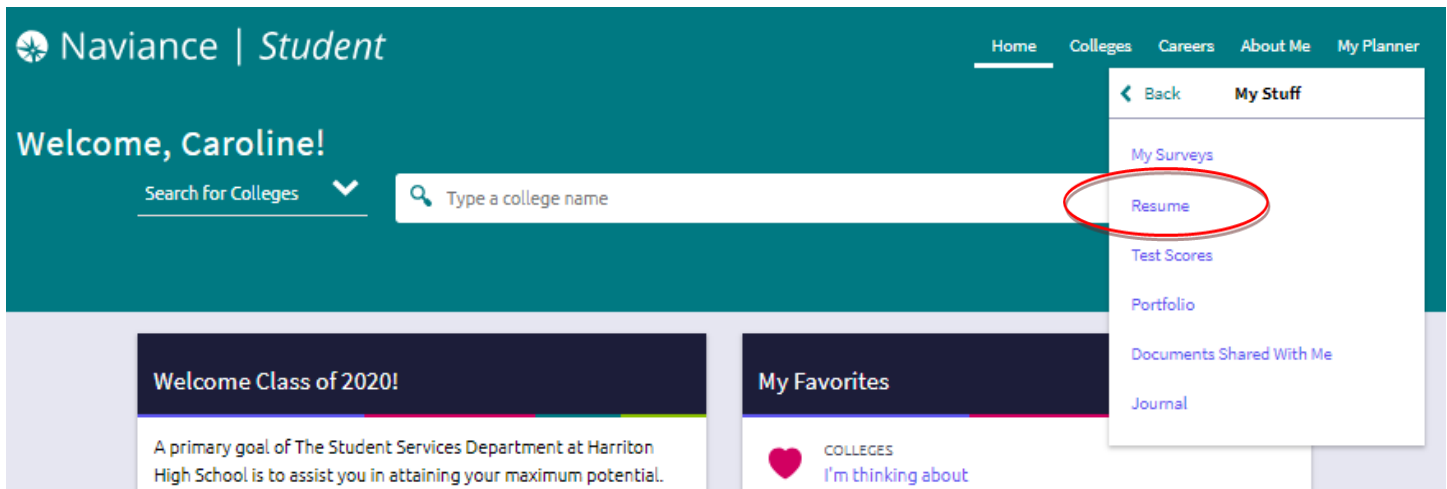
Follow the tabs on the homepage of Roadtrip Nation to see:

- **Explore:** an overview with recommended leaders to learn about careers.
- **What's your road:** how to build a roadmap for discovering careers based on interests.
- **Interests:** how to find leaders that share the same interests as you.
- **Themes:** videos about themes such as acceptance, confidence, and determination.
- **Leaders:** a search for leaders by name, and watch the interviews.
- **Playlists:** interviews as they stream.

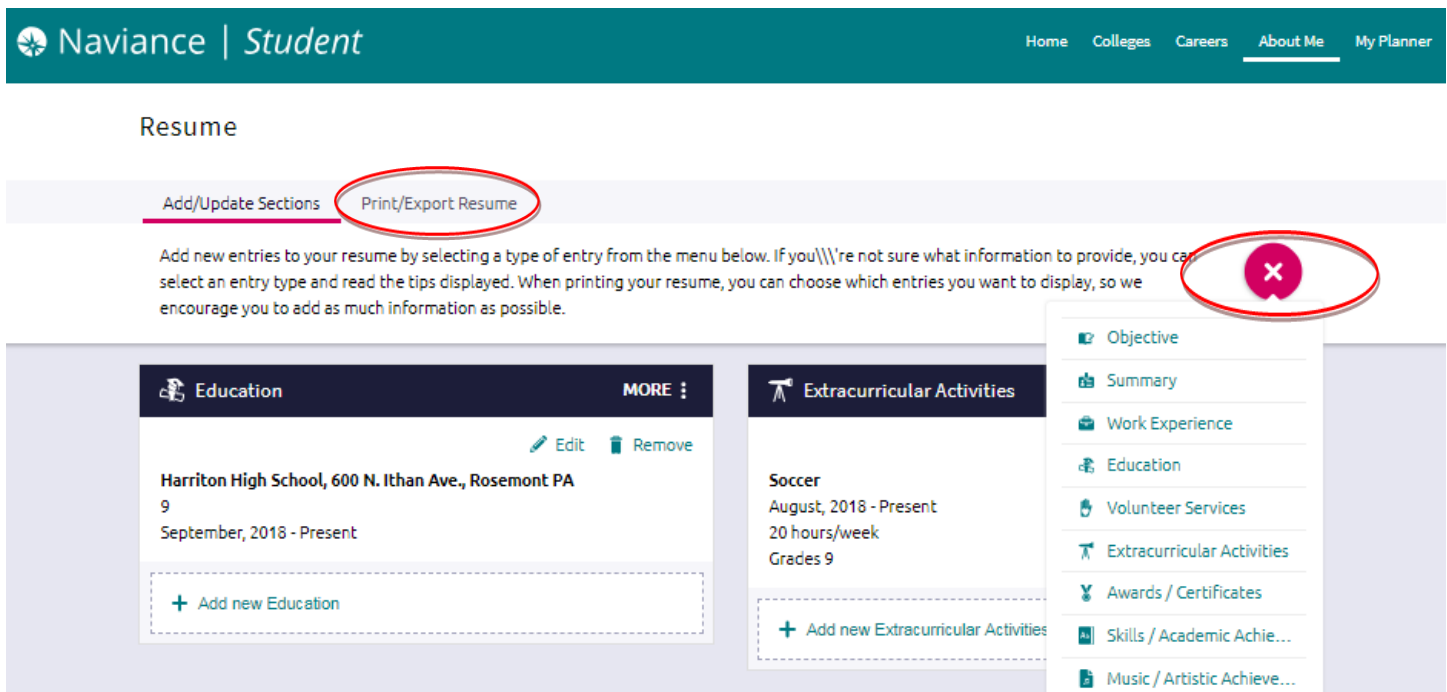


Resumé

Access the Resume feature on Naviance by selecting by following this path: About Me > My Stuff > Resume.



Once on the Resumé page, add a new entry by clicking on the magenta circle. It will display various entries that could appear on a resumé such as Objective, Summary, Work Experience, Education, Volunteer Services, Extra-curricular Activities, etc. It is fine to add more to this area than what may be needed. When an entry is selected, a section will appear to allow the student to enter information into the designated fields.



When finished, select the Print/Export Resumé tab to preview the resumé templates and choose the sections that should be included in the resumé. The resumé can be downloaded as a PDF or as a Word Document.