

# Naviance Instructions

Welcome to Naviance! This database will be a powerful tool to help you navigate the college and career search process. With Naviance you will be able to search for colleges that match your interests, track important deadlines, discover potential careers, create a resume, and more. You will also use Naviance as a tool in the college application process. Inside this guide you will find directions for all of the items that Barnegat students can take advantage of in Naviance. If you have further questions, do not hesitate to contact your Counselor.

## Getting Started

You can access Naviance through the following URL:

<https://student.naviance.com/auth/fclookup>

OR by visiting the High School Counseling webpage through [barnegatschools.com](http://barnegatschools.com)

- Your **username** is your Barnegat email address.
- Your **password** may need to be reset. Use the link provided and follow the prompts to reset your password.

## Creating a Resume

Naviance provides an easy way to create a resume for applying to jobs and colleges. It can also be a great way to track your involvement and accomplishments throughout high school.

- Click on your initials in upper right corner to access your account menu.
- Click 'Resume.'
- Click the red plus sign button to add a section to your resume. Each section will give a brief description of how to complete it.

## Self Discovery Assessments

Naviance offers a variety of self-assessments to gather information about your interests, values, skills, and personality. Naviance uses this information to match you to careers and career clusters you may be interested in researching further.

- Under 'Self Discovery,' click 'Self Discovery Home.'
- Review short descriptions of each assessment available and choose your assessment.
- Follow the instructions to complete the assessment.
- Once completed, you'll be directed to review your results.
- Remember to "favorite" careers or career clusters that are of interest to you by clicking the little heart icon.

## Conducting a Career Search

While it is recommended to complete the assessments to begin a career search (see section above), you can also search specific careers and career fields to gather a large amount of information.

- Select the 'Careers' tab.
- Click on the 'Explore Careers' or 'Explore Career Clusters' link.
- From this page you will have the option to search a particular career or select clusters of careers.
- When selecting career clusters you will be able to find information such as
  - Overview of the career field, including job outlook
  - Related Careers (which you can click on to search that specific career)
  - Related Majors
  - Plan of Study
- When researching particular careers you will find information such as:
  - Overview including a brief description, related careers & majors, and a video
  - Knowledge and skills needed for the career
  - Typical tasks and activities for an employee in this career
  - Wages (broken down by state)
- "Favorite" the careers and/or career clusters of interest to you by clicking the little heart icon.

## SuperMatch College Search

One of the most useful features of Naviance is that it allows you to find schools that match your interests in terms of size, location, majors, cost, etc.

- Click on 'Colleges' tab.
- Under 'Find Your Fit,' select 'SuperMatch College Search.'
- Specify the criteria you are seeking in a college based on the many categories found across the top, such as Location, Academics, Admission, etc.

### NOTES:

- The more categories you enter, the more accurate and specific your results will be.
- For each category you can select "how important is this to you" which allows the search engine to prioritize categories that matter most to you.

### RESULTS:

- Results will begin to show once you have entered information into a single category. The list will continually update with each change you make.
- Results will be shown as the school name and a percentage, which is a number designed to let you know how well this school meets your search criteria.
- If you have entered information such as GPA and SAT scores, it will also indicate whether the school is a "Match", "Reach", or "Safety".

- Other information, such as cost, admission info, size, etc. will appear.
- Don't forget to save your results so that you can refer back to the list with these specific search criteria. To save simply click on 'Save' and enter a name for the search. You can create multiple searches with varying criteria to yield different results.
- Click on a specific college to find additional important information.
  - See "College Data" section below.

### **COMPARING COLLEGES VIA SUPERMATCH:**

From the college search through SuperMatch you can see side by side comparisons of colleges you are interested in.

- Complete a college search as explained above, or load a previously saved search.
- Pin the schools to compare by clicking 'Pin to Compare.'
- Click the 'Pinned' dropdown menu at the bottom of the screen, and select 'Compare Pinned Colleges.'

## **College Data**

Naviance is a great source for information, data, and statistics for colleges. If you click on a College name - either through searching a specific college on the College Home page, or through conducting a SuperMatch search - you can find the following information:

- On the 'Overview' page:
  - Average net price - adjust the family income to see differences in cost
  - Graduation rate
  - Acceptance rate - generally speaking, the lower this number is, the more selective the college is. If this number is higher, that indicates they are admitting a higher percentage of applicants.
  - Application deadline information
- On the 'Studies' page:
  - Student: faculty ratio
  - Student retention rate - the number of students who return for their sophomore year
  - Top Areas of Study - the top five majors at that college
  - Search feature for major / minor
- On the 'Student Life' page:
  - Statistics on campus location
  - Statistics on demographics of student body
- On the 'Admissions' page:
  - GPA/SAT info on previous BHS students' application decisions (if available)
  - Application requirements
  - Application factors - how important different factors of the application are to that particular college

## Creating a List of Colleges You are Interested In

Creating a list of schools will allow you to keep track of schools you have researched and track deadlines. It also allows your counselor to see which schools you are interested in. There are two options to create this list.

- **Option 1: From the SuperMatch college search**
  - Complete a college search as explained in Supermatch section or load a previously saved search.
  - Click on the link (under the school's name in the results section) that reads "Favorite"
- **Option 2: From the 'Colleges I'm Thinking About' page**
  - Click on the 'Colleges' tab.
  - Under 'Research Colleges,' select 'Colleges I'm Thinking About.'
  - Click 'Add colleges to list'
  - Lookup schools by changing the "Lookup by:" section to "Keyword"
  - Click on the heart symbol next to each school to add to your list

## Applying to College

Senior year there are a variety of steps on Naviance to be completed in conjunction with submitting college applications.

### 'COLLEGES I'M APPLYING TO' LIST

All schools that you apply to must be added to this list for your counselor to be able to submit your necessary school documents to that college. This can be done one of two ways:

- **Option 1: From 'Colleges I'm Thinking About' list**
  - Go to the 'Colleges' tab and select 'Colleges I'm Thinking About.'
  - Select the college(s) you want to move to your application list.
  - Click on 'Move to Application List' link located near the top-center of the page.
  - Answer all questions on screen for each college accurately.
    - Answers will affect how documents are submitted to colleges.
  - Select Add Application.
- **Option 2: From 'Colleges I'm Applying To' page**
  - Go to Colleges Tab.
  - Go to 'Colleges I'm Applying To'.
  - Click on the plus sign icon (right hand side of screen) to add colleges you are applying/have applied.
  - Answer all questions on screen to add an application, particularly whether you are using the Common Application to apply or directly to the institution.
  - Repeat for each college.

**REQUESTING TEACHER LETTERS OF RECOMMENDATION:**

Most colleges will request anywhere from 0 to 2 letters of recommendation. In order for your teachers to upload and send letters of recommendation, the student must first request it via Naviance by following the steps listed below. Students should speak with teachers prior to submitting this request via Naviance.

- Click on 'Colleges' tab.
- Under 'Apply to College,' select 'Letters of Recommendation.'
- Click 'Add Request.'
- Select teacher name from dropdown menu.
- Click 'General Request' so that the letter can be used for any college you desire.
- Click 'Submit Request.'
- Repeat for each teacher writing you a letter.
  - You do not need to request a letter from your counselor.

**LINKING NAVIANCE WITH THE COMMON APPLICATION:**

All students will need to link these accounts in order for your counselor to send your necessary school documents to your desired colleges.

- Click on 'Colleges' tab.
- Click on 'Colleges I'm Applying To.'
- Click the red 'Match Accounts' button.
- Follow prompts to link your Naviance account with your Common App account.
  - If you have not created a Common Application account yet, you must do so and complete the FERPA section prior to linking accounts.