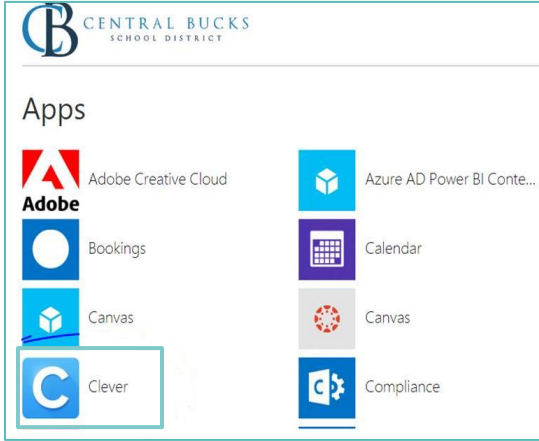
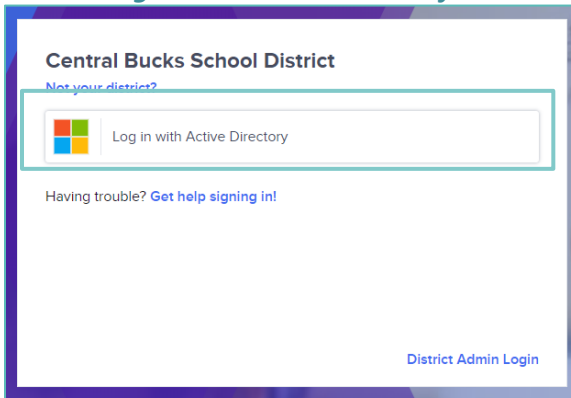


Logging in to Naviance (Staff and Students)

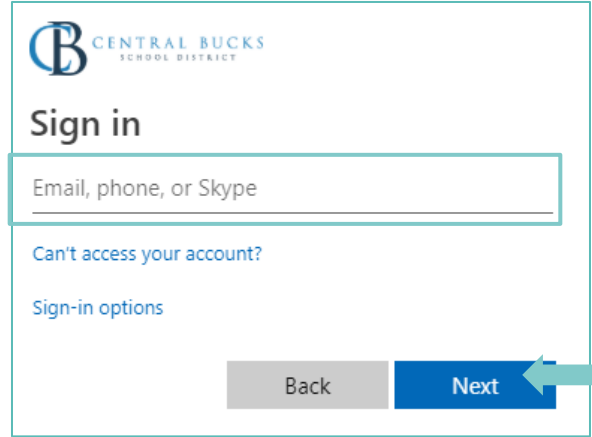
- 1. Go to myapps.microsoft.com
- 2. Click the **Clever** icon



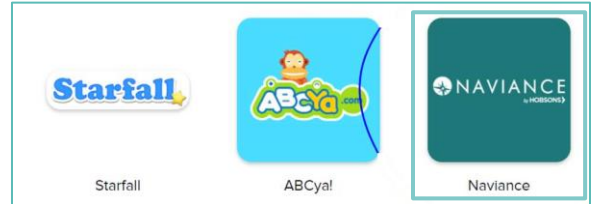
- 3. Click on **Log in with Active Directory**



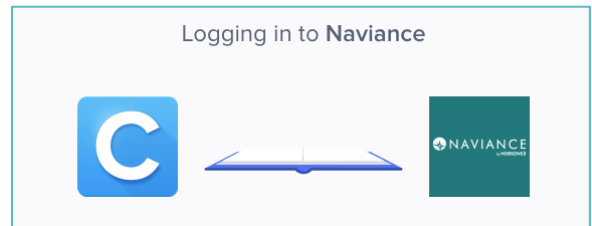
- 4. Enter your @CBSD.org staff email address, and password and click **NEXT**



- 5. Click on the **Naviance** Icon



- 6. Clever will then log you in to your Naviance account!

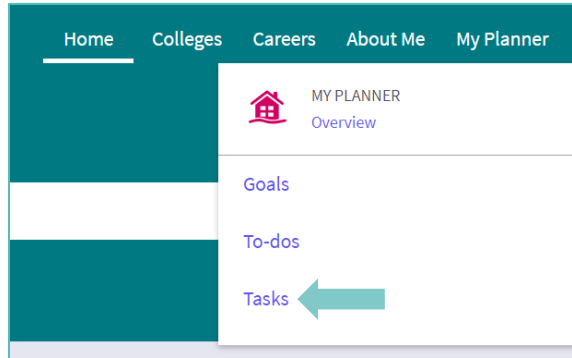




Twelfth Grade Scope and Sequence

Financial Literacy Reflection Survey

- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



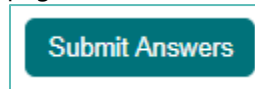
- From the Task page, click the task titled **Financial Literacy Reflection Survey**.
- Read the task description or use the links here to watch financial tutorial videos:
 - <https://bucks.financialaidtv.com/browse/audience/future-students>

- <https://www.youtube.com/user/PHEAAStudentAid>

- Locate the "completion trigger" in the top right corner indicated by the pink arrow.



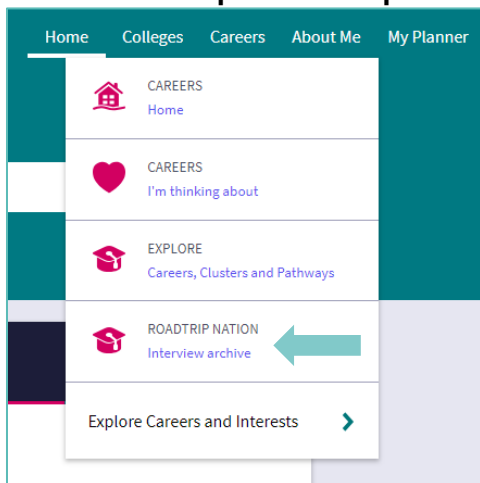
- Click the text, **complete the Financial Literacy Reflection Survey** to go to the survey page
- Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page



- Submitting the survey will mark the task as complete

Complete Roadtrip Nation Reflection Survey

1. From your Naviance Student homepage, click **Careers** and then **Explore Roadtrip Nation**.

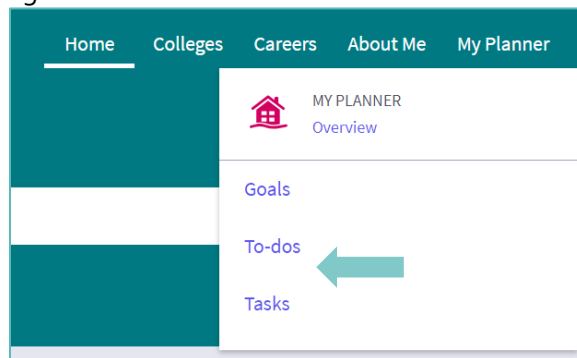



2. On the Roadtrip Nation page, click the **Themes** at the top of the page.

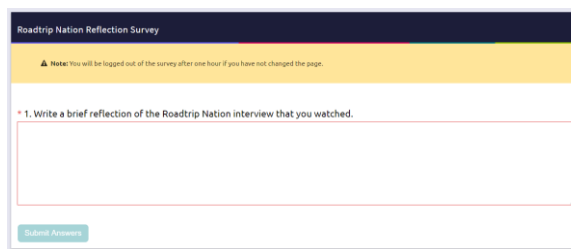


3. Click on the circle titled **Success and Transitions**.
4. Click on a leader's profile page to learn more about their journey. You can read about the leader in their biography or scroll to the bottom of the page to watch their full interview with students just like you.
5. After you have **viewed at least one leader** video in the Success and Transitions category,

- click **My Planner** and then **Tasks** in the top right corner.

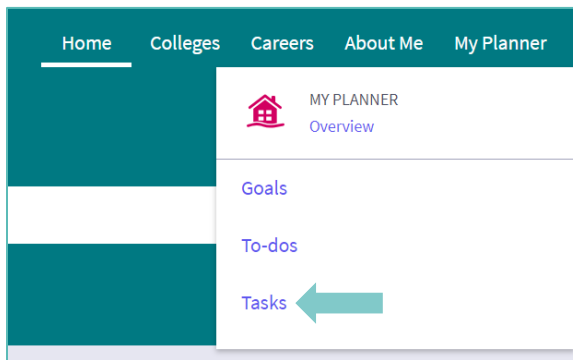


6. From the Task page, click the task titled **Roadtrip Nation Reflection Survey**.
 7. Locate the "completion trigger" in the top right corner indicated by the pink arrow.
- 
8. Click the text, **take this survey** to go to the survey page.
 9. Answer the reflection question and click **Submit Answers** to finish the survey and mark the task complete.



Decision Making

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Decision Making Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.

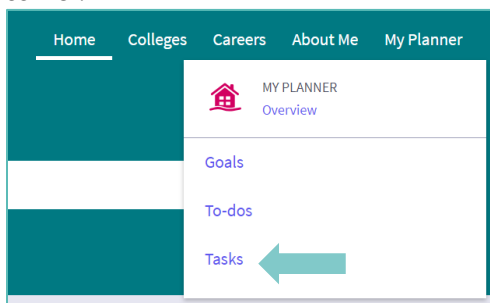


4. Click the text, **complete the Decision Making survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.

Submit Answers
6. Submitting the survey will mark the task as complete.

Build, Update, or Finalize Resume

- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



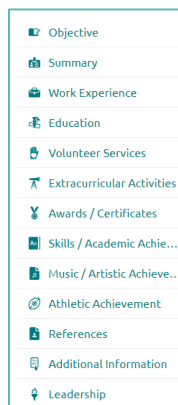
- From the Task page, click the task titled **Build Resume**.
- Locate the "completion trigger" in the top right corner indicated by the pink arrow.



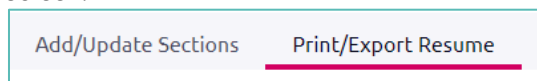
- Click the text, **build a resume** to go to the Resume Builder tool.
- On the Resume Builder page, click the pink circle and white arrow to add a section to your resume.



You can add experiences from the following areas:



- Add your information into the resume area you selected. When you are finished with each section click **Add**.
- Once you've added all the sections you would like in this draft of your resume, click **Print/Export Resume** at the top of the screen.



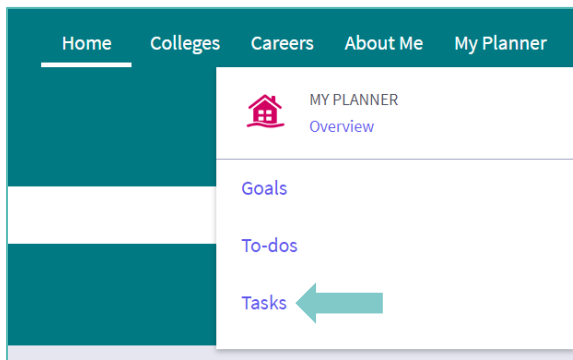
- Clicking the same pink circle and white arrow icon, add a resume draft. Name your draft and select a resume template.

 A screenshot of a form titled 'Name your resume'. It has a text input field for the name. Below it, it says 'Choose a print friendly template' and lists three options: 'Default Template 1', 'Default Template 2', and 'Default Template 3', each with a 'PREVIEW' link. At the bottom is a 'CONTINUE' button.

- Select the resume sections you'd like to include in your draft using the check boxes. When complete click **Save Resume**.
- A completed draft of your resume marks the task as complete.

Senior Survey

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Senior Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow



4. Click the text, **complete the Senior Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.

Submit Answers
6. Submitting the survey will mark the task as complete.