

The Seniors 2016 Naviance Tour
May 2015

WELCOME page (Home)

1. Look in the **WHAT'S NEW** box – do you have any messages?
2. Look on the left hand side – helpful websites
3. Look on the left hand side - VOLUNTEERING
 - Under **RESOURCES – X2vol** (entrance to volunteer log and information)
 - First time user, complete profile information
 - Make sure you join all groups you are a member of
 - **DASH BOARD TAB** – sign-up for volunteer opportunities
 - **MY ACTIVITY LOG** – add information about your where you volunteered
 - Be sure to include all information, including contact info, email of contact, description of activity and a reflection on your activity
 - **MYCALENDAR** – Click on Activity to cancel your signup
4. Look at the links on the right hand side
 - Do you have any messages there?
 - Open the [DOCUMENT LIBRARY](#)

ABOUT ME tab

1. Look in the gray box at the bottom labeled **OFFICIAL THINGS**.
 - Click on the [PROFILE](#) link.
 - Make sure your email is correct. [Click on pencil to edit](#)
 - Add your cell phone too. (Click on [EDIT](#) at the top of the page)
 - Check your GPA/ class ranking
2. Look in the gray box at the top labeled **INTERESTING THINGS ABOUT ME**
 - Click on the [RESUME](#) link. Then click on **ADD A NEW ENTRY** to:
 - Fill in your volunteer hours
 - Fill in your extracurricular activities
 - Fill in any awards/honors/recognitions
4. Look in the gray box at the top labeled **INTERESTING THINGS ABOUT ME**
 - Click on the [JOURNAL](#) link. Then click on **ADD A NEW ENTRY** to:
 - Report college acceptance letters, turn in copy to SSW
 - Attach emails, screen shots or scanned letters
3. Look at links to the left under **Surveys to Take**
 - Take any surveys requested. Brag Sheet, voting, exit survey, etc.

CAREERS tab

1. Look in the gray box at the bottom labeled **WHAT ARE MY INTERESTS?**
 - Click on [CLUSTER FINDER](#). Go through the questionnaire.
 - When done, add each of your top clusters to your list as indicated.
 - If time permits, complete either the [STRENGTHS EXPLORER](#) or the [CAREER INTEREST PROFILER](#).

COLLEGES tab

1. Look in the gray box labeled **MY COLLEGES**
Click on [COLLEGES I AM APPLYING TO](#)
 - [ADD TO LIST](#). Search for the college you are applying to. Remember to update your list.
 - [REQUEST TRANSCRIPT](#). Choose where you want a transcript sent.
 - [ADD/CANCEL TEACHER RECOMMENDATION](#)
 - **MATCH COMMON APPLICATION** – enter the email address you used to complete your Common Application
- Look at links to the left: [TRANSCRIPTS](#)
- Add transcript request
 - add transcript request for scholarships
 - View status of requested transcripts
- Look in the gray box at the bottom labeled **SCHOLARSHIPS & MONEY**
1. Click on [SCHOLARSHIP LIST](#)
 2. Search through list of active scholarship links.