

Welcome to Naviance (9-12)

- I. Go to the following web address:
connection.naviance.com/sbephs
- II. On the far right click on **“I need to register”**
- III. Enter your unique registration code, found on your yellow card, in the box on the website.
- IV. Enter your email (if you have one), and create a user name and password.
- V. Once you are logged on, welcome to Naviance!

Getting to Know Naviance

- I. Look to the upper right. Click on **“Manage my account.”** You can see your Username and the ability to change your Password.
 - a. Click on **“Manage my profile”** (toward the top, right above Username)
 - b. Scroll down and underneath **“Parents”** click **“::add new parent”**
 - c. Enter as much parent information as possible
- II. Now click the **“home”** button on the top left, next to the **“Colleges”** tab.
- III. The **“What’s New”** box will always alert you to current and upcoming tasks.
- IV. The tabs across the top of the page (Colleges, Careers, About Me, My Planner) are places you can go to research about your future, while staying focused and organized at the same time.
- V. The **“links”** on the left hand side are quicklinks to websites you may use often.
- VI. Check out **“document library”** (right side of page). On the right hand margin, click on the link that says **“document library.”** This is where you will find important documents such as PE waiver, physical form, work permit, and more.

VII. Directly under “**document library**” is the “**contact us**” link. This link allows you to send a message directly to your school counselor.

VIII. Also on the right hand side is “**Updates.**” These are updates your counselor wants you to be aware of.

Your 1st Mission...

I. Click on the “**about me**” tab on your Family Connection home page.

II. Under “**Success Plan,**” click on “**goals.**” This will take you to a page with multiple goals. Take this time to complete an academic goal and attendance goal (11th and 12th Graders also need to complete a college goal).

III. You can click on the “**careers**” tab on the Family Connection home page. The items under “**what are my interests?**” will be things you do later this year. For now, click “**explore careers & clusters**” for a more in-depth look at what’s out there in the world of work. Click “**A**” in the browse by alphabet and click “**Accountant.**”

Your 2nd Mission...

I. On your “**about me**” tab click on “**resume.**” You will need to become familiar with this section. Senior year when you are applying to colleges you will need letters of recommendation. If you were to ask a teacher or counselor/administrator for a letter; they will go into their Naviance account and look for information about you. They will look in the “**resume**” section. So start now... so you don’t forget something later.

II. From the Family Connection home page, click on the “**colleges**” tab. From here you can click on “**colleges I’m thinking about**” to create a list of colleges you would like to research. Enter the names of colleges in the box and add them to your list.

III. Also, by clicking on “**SuperMatch college search,**” you can list some things that are important to you when researching possible college choices and see where it takes you.

IV. This tab is also where you will be able to sign up for upcoming college representative visits, request transcripts, and request letters of recommendation.

Your 3rd Mission...

- I. Complete survey over introduction to Naviance.

Your Mission is Complete!

