

Junior Post-Secondary Education Naviance Graduation Requirements:

To Complete your Post-secondary Plan housed within Naviance please complete the following activities and see your counselor if you have any questions.

- ✓ Login to [Student.naviance.com](https://student.naviance.com) >>Search using 80829 zip code>>>then click on MANITOU SPRINGS HIGH SCHIOOL
- ✓ LOGIN---Using your assigned MSSD username/password you use to login to your iPad at MSHS
- ✓ **READ THE WELCOME MESSAGE**
- ✓ Under **“Important to-do’s and Tasks”** on your home screen
 - Click **“See All In My Planner”**
 - Then at the top click **“Tasks Assigned To Me”** you can then filter by what is recommended and what is required for graduation from MSHS.
- ✓ REMEMBER: *It is your responsibility to ensure your activities are completed and updated during the 2019/20 school year- your counselor will verify and be able to see what is written within these tasks. The following tasks needs to be completed no late than **Tuesday APRIL 30, 2020***
☺ If you complete 1 task/week you will be 100% on track for graduation ☺

1. Complete Strengths Explorer

- **Click** Complete Strengths Explorer Assessment **next to the Pink/White Arrow**
- **Read the page CAREFULLY and follow the directions “Take Assessment”**
- This is a **one-time only assessment** so take your time and work through the 79 questions- if you do not finish it will save where you left off and it is your responsibility to finish
- BE PATIENT- it will take a while to generate a report based on your answers
- **Read** your Top 3 Themes
- **Click--→** See Related Career Pathways
- **FAVORITE (heart)** as many as you want to add to your portfolio and EXPLORE, EXPLORE, EXPLORE!!!

- **IMPORTANT:** Click on the Pathway (blue font) and read about the OVERVIEW & CREDENTIALS & OUTLOOK and **VIEW PLAN OF STUDY** for **Recommended Academic courses while still in High School (This will help you design your 4-year plan)**

2. Add Careers to my list

- Favorite (heart) least 2 careers to your list **from the Strengths Explorer results** (feel free to heart more if you want ☺)

3. Update 4-year plan/Senior year course of study- (if needed)

--See your counselor to make changes to your course request for senior year (If needed) so you are taking the correct courses for your pathway to be competitive and on track for college admission in the Fall---

--Request to see your counselor via the Ipad in the counseling office-

--Not sure what courses to take to be best prepared? **Make sure you have completed the Strengths Explorer and view the 4-year plan of study for your intended career pathway there ☺ (see directions above)**

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4. Create/update Post-Secondary Goal-

POST A COMMENT that outlines your Post-High School/College and Career goals.
2-3 sentences in length-

Counselors will read/review each one of these.

5. Build Resume

- ****If you already have a resume built you can click “Drop files or click to browse” and upload your resume from your drive**
- **If you DO NOT have a resume-** you need to create one>>>>
- To build a resume→Click on “Build a resume” to the right of the pink triangle
- Click big Pink Plus Sign>>>>and walk through the steps to create a resume
- TIP: If you get stuck or need help with a section>>Click “MORE TIPS” on the top right section of the task you are working on
- Work through all pertinent sections of the resume builder/save
- When done click “Print/export Resume” and select the pink plus sign---pick a template and you can print your resume as needed.

6- Complete Super Match College Search

--Click “Colleges I am thinking about”

----Left side click “Super Match” under “Quick Links”

---Filter down colleges that would be of possible interest to you by going through the criteria at the top “Select Criteria to start”

--You can also “Pin” some of your top choices and compare side to side if needed

---Find 1-3 to “heart” and add into your “Colleges I am thinking about”

7+- Anything beyond the required tasks listed above is encouraged and we hope students explore for their own general/personal knowledge – See your counselor if you need assistance ☺

If you have any questions please sign up to see your counselor ASAP.

Remember this is a graduation requirement of MSHS and it is your responsibility to ensure your activities are completed and updated during the 2019/20-school year **(DUE APRIL 30, 2020)**- your counselor will verify and be able to see what is written within these tasks.