

## Senior 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](http://Student.naviance.com) >>Search using 80829 zip code>>>then click on MANITOU SPRINGS HIGH SCHIOOL>>>>
- ✓ Using your assigned <sup>MSSD</sup> username/password you use to login to your iPad
- ✓ Click on “**Important to-do’s and Tasks**” on your home screen
- ✓ REMEMBER: [It is your responsibility to ensure your activities are completed and updated during the 2019/2020 school year- your counselor will verify and be able to see what is written within these tasks. The following needs to be completed no late than APRIL 30, 2020](#)
- ✓ PS: It is expected that you ALSO complete ALL activities assigned to you as a Junior in MSHS--- please login to Naviance to see these tasks

### 1. Build Resume

- \*\*If you already have a resume built you can click “Drop files or click to browse” and upload your resume
- If you DO NOT have a resume- you need to create one>>>>
- 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
- When done click “Print/export Resume” and select the pink plus sign---pick a template and you can print your resume as needed.

### 2. Add Careers to my list

- **Click**-“Add at least 1 career(s) to your list”
- **Search** keyword of career you have interest in
- When you find a career you are interested in....
- Read Overview, Knowledge and skills, Tasks, and wages and EXPLORE!!!
- When you find **at least one that is a good match>>>”Favorite”** it by clicking the **HEART** at the top of the page.....
- EXPLORE!

### 3. Create/update Post-Secondary Goal-

- **Upload a word document** that outlines your Post-High School/College and Career goals. 1-3 sentences in length

## IMPORTANT INFO--- See Back for Common App Linking and Naviance Directions:

If you have any questions please sign up to see your counselor ASAP. [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.](#)

**We encourage you to complete this, as it is part of MSHS graduation requirements and make it meaningful!**

## Senior Post-Secondary Education Naviance Graduation Requirements:

If you are applying to colleges/universities using the Common Application, follow these steps to link your Common Application with Naviance. **This must be completed in order for transcripts and letters of recommendation to be sent.**

1. Log into your Naviance account at **www.student.naviance.com**
2. Click on the “colleges I’m applying to” link under the “Favorites” section on your homescreen.
3. In the pink box at the top of the screen click “match accounts”
4. Read the posted information, scroll to the bottom of the page to enter your email address. Then, click “match accounts”.

If your Common Application account and Naviance account do not “match”

1. An explanation for the unsuccessful match should be given in the “Common App Account Matching” box
2. If it says you need to complete the FERPA”
  1. Login to your Common Application account
  2. Click on “My Colleges”
  3. Choose one of the colleges you plan to apply to
  4. Click on “Recommenders & FERPA”
  5. You must complete all of the questions in the “education” section
  6. Click on the link to complete the FERPA waiver
  7. Agree to the terms to waive your right to view letters of recommendation
  8. Return to your Naviance account and repeat the steps listed above

### TIPS for a successful match:

These tips will help you successfully match your accounts.

- Make sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.