

Naviance

Introduction for Freshmen

Logging into NAVIANCE

1. Go to the Cardinal Newman High School homepage www.cardinalnewman.com
2. If you are **using a Computer**: Look under QUICK LINKS on the Top Right Side of the page labeled NAVIANCE (*QUICKLINKS does not NOT work on this ipad so....*)
If you are **using an I-Pad**: Look under ACADEMICS then look for COLLEGE COUNSELING then look on the left for NAVIANCE
3. Sign into Naviance

Your Username is your CN email address.

Username: _____

Your Password is cnhs and your student ID number (located on the back of your Student ID).

Password: _____

WELCOME page (Home)

1. Look in the **WHAT'S NEW box** – do you have any messages?
2. Look on the **bottom left hand side** – these links will take you to webpage information (check it out at home!)

Look in the Box **Important To Do's and Tasks** go to **MY PLANNER**

1. Look into the **purple TASKS ASSIGNED TO ME** tab
 - Do the Mid-Year Survey

ABOUT ME tab (top right)

1. Look in **My Account**
 - Your personal information is listed as well as your GPA and class rank

- Click **EDIT** at the top of the page and **change any part of your profile that needs to be updated** (add your date of birth, add your address, add your cell phone number etc)
2. Look in **MY STUFF**
- Click on the **RESUME** like. Then click on the + **to add** entries:
 - Fill in your **volunteer hours** for 9th grade
 - Fill in your **extracurricular activities** (clubs, athletics, music, jobs etc)
 - Fill in any **Awards/Honors/Recognitions**
 - Do the same for **anything else** you have done this year
 - Click on **Print/Export RESUME**
 - Name it
 - Look at your printable resume and fix any errors or add descriptions to entries that need them.

CAREER tab (top right)

1. Go to **Careers Home**
 - **Complete the Career Cluster Finder**
 - spend some time reading about the clusters listed as your results.
 - **Look into Roadtrip Nation**

COLLEGES tab (top right)

1. Go to **Search Tools**. Go to the **SUPERMATCH COLLEGE SEARCH** and answer the orange questions on the Left to begin your college search.
 - Add colleges to your list of “Colleges I am Thinking About”.
2. Go to **Research Colleges**. Go to **ENRICHMENT PROGRAMS** - fantastic summer opportunities for you
3. Go to Scholarships and Money. Start with the **NATIONAL SCHOLARSHIP SEARCH**.
 - There is over 20 Billion Dollars in this section. You can begin applying for these scholarships now!