

Naviance Quick List Directions (revised 11/23/16)

To log onto website <http://connection.naviance.com/psct>

Enter your **USERNAME** and **PASSWORD**

Your username is your first three letters of your first name followed by .lastname (Ex. joh.smith)

Your password is your PSA Student ID/Lunch Code

Please see Ms. Perez or your PSA School Counselor for assistance if needed.

- **COLLEGE INFORMATION** (Click on the **COLLEGES** tab to access these items)

College Representative Visit Sign-Up

1. Under **MY COLLEGES**, click on **VIEW ALL UPCOMING COLLEGE VISITS**
2. Click **SIGN-UP**
3. Click **SIGN ME UP**

College Search

1. Click on **SuperMatch College Search** (in depth, detailed and more time consuming search)

Add Colleges to Your List

1. Click on **Colleges I'm Thinking About**
2. Click **Add to this List**

Scholarship Search

1. Scroll down to **SCHOLARSHIPS & MONEY**
2. Click on **SCHOLARSHIP LIST**

Recommendation Letter Request

(Be sure to complete the paper Recommendation Letter Request Form and submit this to the person you are requesting the letter of, in addition to completing the steps below)

1. Under **MY COLLEGES**, click on **LETTERS OF RECOMMENDATION**
2. Click **ADD REQUEST** and find the name of the person writing you a letter under the drop down

Transcript Request

1. On the left under **RESOURCES** click on **TRANSCRIPTS**
2. Click on **Request Transcripts for My College Applications**

Summer Enrichment Programs

1. Click on the **COLLEGES** tab
2. Under **COLLEGE RESEARCH** click on **ENRICHMENT PROGRAMS**

- **LEARNING ABOUT SELF** (Click on the **ABOUT ME** tab to access these items)

Student Brag Sheet

1. On the left under **SURVEYS TO TAKE** click on **STUDENT BRAG SHEET**

Resume Builder

1. Under **INTERESTING THINGS ABOUT ME** click on **RESUME**

Sophomore Goals and Interests Survey

1. Click on **Sophomore Goals and Interests Survey**

Strengths Explorer Inventory

1. Click on **Strengths Explorer**

Learning Style Inventory (This inventory is a journey to discover your learning and working style)

1. Click on **Learning Style Inventory**

MI Advantage (This inventory will help you uncover your intelligence profile by asking you about your abilities and preferences in different areas)

1. Click on **MI Advantage**

- **GOAL SETTING** (Click on the **MY PLANNER** tab to access these items)

Add Tasks to Your Student Success Plan

1. Click on **Tasks**

Add Goals to Your Student Success Plan

1. Click on **Goals**

- **DOCUMENTS/FORMS/MESSAGES**

To Access Document/Forms Library

1. Click on **Documents** on the right side of the **HOME** page

To Access Important Messages

1. Click on **Messages** on the right side of the **HOME** page

- **CAREER INFORMATION** (Click on the **CAREERS** tab to access these items)

Career Interest Profiler (This is a tool that can help you discover the types of work activities and careers that match your interests. The interest profiler has 180 questions about work activities that people do at their jobs)

1. Click on **Career Interest Profiler**

Career Cluster Finder (The Cluster Finder will help you learn what career clusters may be a good match for you based on activities that interest you, personal qualities that you have and subjects that you enjoy studying in school)

1. Click on **Cluster Finder**

Career Key Inventory (This inventory will help you discover which Holland personality types you are most like, identify the careers that are most promising, and learn detailed information about each one)

1. Click on **Career Key**

Do What You Are Personality Inventory (This inventory will help you learn about your personality, your strengths, your blind spots and more! You will also see suitable careers and majors)

1. Click on **Do What You Are**

Add Favorite Careers to Your List

1. Click on **Favorite Careers & Clusters**