

Junior Class – Naviance

Log on. Go to Arcadia <https://student.naviance.com/archs>

Chaparral <https://student.naviance.com/chaphs>

Coronado <http://connection.naviance.com/corohs>

DMHS <http://connection.naviance.com/desertmhs>

Saguaro <http://connection.naviance.com/saguhs>

SOL <http://connection.naviance.com/sonline1>

- 1) Once there you will need to put in your username under the email. Your Username is your **STUDENT ID**. Then for your password you need to enter in your birthday **MM/DD/YYYY**.
- 2) Next go to the tab that says “**ABOUT ME**”. Under this tab click on “**My Account**”. Scroll down to e-mail and click on edit. Please add a **VALID** e-mail address. We will use this e-mail to send you scholarship information, college visits, application information, etc.
- 3) Next, if you see an error on your profile page, please contact the front office of your school and let them know the information in Synergy is incorrect. You **CANNOT** change your username or password.
- 4) Click on the “**Colleges Tab**”. Then click on “**Colleges I Am Thinking About**”. Here we would like you to add 5 colleges that you think you might be interested in applying to next year. Please make sure that at least 1 school is an in-state school. Search schools and click the box next to school of interest click **Finished Searching** and then **Add to Colleges I am thinking about**.
- 5) If you need help finding colleges, please click **Advanced College Search** or **Supermatch**, this will narrow down colleges by individual preference
- 6) Please look at the other side of this sheet and start your resume. It can be updated and changed as needed.
- 7) Once you have completed all of the Junior activities, please go back through Naviance and check to make sure you have completed all of the activities from your Freshman and Sophomore years.
 - a. Freshman- StrengthsExplorer & 4 Year Plan
 - b. Sophomore- Career Interest Profiler & Select Five Careers

DIRECTIONS on NAVIANCE Resumes:

1. Click on "About Me"
2. Click on "My Stuff" and then Resume
3. Click on "Add and Update sections (the red "+" symbol): Education"
 - a. School: Random Scottsdale High School
 - b. Location: Scottsdale, AZ
 - c. Degree/Grade Level: Grade 11 GPA 3.2 (example)
 - d. Start Date: August 20__ (unless you're a transfer student)
 - e. End Date: Present
 - f. Description: Anticipated Graduation Date May of 20__
4. Click on "Add using (red "+" symbol): Extracurricular Activities"
 - a. Activity: List student club/organization (i.e., Student Ambassador)
 - b. Start Date: Leave Blank
 - c. End Date: Leave Blank
 - d. Avg. hours per week: 12 (example)
 - e. Total hours: List total hours you committed to this organization
 - f. Grades Participated:
 - g. Description: List positions/roles (EX: Welcomer, Tour Guide, Speaker for 8th grade visits)
5. Complete "Add" for all other categories that apply to you, do a minimum of 4 sections.

How to finalize the resume:

Click on "Print and Export Resume" tab.

1. Enter a name for your resume version
2. Click on the Template style that you prefer
3. Click Continue
4. Arrange "Your Resume" Click all the information boxes you will like to use
 - a. Education
 - b. Skills/Academic Achievement (move test scores to top)
 - c. Awards/Certificates
 - d. Music/Artistic Achievement, Athletic Achievement,
 - e. Extracurricular Activities
 - f. Volunteer Service
 - g. Work Experience
 - h. Additional Information
5. Click on "Save Resume"
6. You can now download the PDF or print if required.