

To access your Naviance activities:

1. Log into **Clever** and then click the **Naviance** icon under “Resources”.
2. Click the **Planner** tab in the main menu banner – You’ll first need to click the Hamburger Menu (☰) if you are using a cellphone.
3. Click **Tasks** in the drop-down menu.
4. Click **Tasks Assigned to Me** – You’ll first need to click “More ⋮” if you are using a cellphone.
5. Complete your assigned grade-level activities (see below) under **Tasks You Need to Work On**.
6. Helpful instructions can be found at <https://www.pcsb.org/Page/40080>.

9th Grade Tasks

1. Complete AchieveWorks® Personality

- Helpful instructions are on the website.

2. Build Resume

- Click the *About Me* tab in the main menu.
- Click *Resume*.
- Click the *Plus* button to start building your resume of activities, experience, skills, awards, etc.
- Once finished building your resume, select *Print/Export Resume*.
 - Name the resume
 - Select a template
 - Check the sections to be added
 - Select *Save*

3. Growing My Resume Reflection Survey

10th Grade Tasks

1. Complete SuperMatch™ College Search

- Click the *College* tab in the main menu.
- Click *SuperMatch College Search* under the “Find Your fit” column.
- Use the *Choose Fit Criteria* tabs (e.g., Location, Academics, Student Life, Cost, etc.) under the “SuperMatch College Search” banner to select your criteria.
- Favorite (♥) 6 colleges of interest to complete the next task.
- Helpful instructions are on the website.

2. Add 6 Colleges to My List

- Double check that your 3-6 favorited colleges have been added to your list.
 - Click the *College* tab in the main menu.
 - Click ♥ *Colleges I’m Thinking About* under the “Research Colleges” column.

11th Grade Tasks

1. Complete Game Plan Survey

- Complete the *Game Plan Survey* regardless if college is your plan or not in order to mark the task complete.
- Continue to work on your ♥ *Colleges I’m Thinking About* list, moving any definite choices to your application list (*Colleges I’m Applying To* list).
- Learn how to request a transcript using eDocs by reviewing the *Junior Year eDocs Preparation.pdf* file posted on the website.

12th Grade Tasks

1. 2023 Senior Survey

- Complete the senior exit survey, including college admissions decisions or indicating “did not apply” and selecting one attending school for final choice school. This will mark the task complete.
- You **MUST** complete the survey if you need to request final transcripts.