

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**.
5. Complete your assigned grade-level activities (see below) under **Tasks You Need to Work On**.
6. Video walkthroughs can be found on the Guidance website: <https://www.pcsb.org/Page/34790>

9th Grade Tasks

1. **Game Plan Survey**
 - Click the *Self-Discovery* tab in the main menu.
 - Click *Career Cluster Finder*.
 - Complete the assessment.
 - Return to *Tasks Assigned to Me* and use your assessment results to answer the **Game Plan Survey** questions.
2. **Create, Review, or Edit Course Plan**
 - Click the *Courses* tab in the main menu.
 - Click *Manage Course Plans*.
 - Update your plan based on the courses you are actually taking for 9th grade and what you plan on taking for the next 3 years.

10th Grade Tasks

1. **Career Interest Profiler**
 - Research the career profiles of your top results.
 - Favorite (♥) at least 3 careers of interest to complete the next task.
2. **Add 3 Careers to My List**
 - Favorite (♥) at least 3 careers of interest if you haven’t already done so.
3. **Career Exploration thru Roadtrip Nation Interviews**
 - Click the *Careers* tab in the main menu.
 - Click *Explore Roadtrip Nation Videos*.
 - Click *What’s your road?*.
 - Click *Define Your Road* and complete *Steps 1-3*.
 - Watch at least 3 interview videos.
 - Return to *Tasks Assigned to Me* and answer the **Career Exploration through Roadtrip Nation Interviews** survey questions.

11th Grade Tasks

1. **My Post-Secondary Payment Plan**
 - Complete the *My Post-Secondary Payment Plan* activity sheet.
 - Return to *Tasks Assigned to Me* and use your completed payment plan to answer the **My Post-Secondary Payment Plan** survey questions.

12th Grade Tasks

1. **eDocs Orientation**
 - Move your final list of colleges from *Colleges I’m Thinking About* to *Colleges I’m Applying To*.
 - Review the *eDocs Orientation* PDF.
 - Watch the *Common App Account Matching Video* (the video link is in the eDocs PDF).
 - Link your Common App account to your Naviance account and complete the FERPA Release Authorization.
 - Return to *Tasks Assigned to Me* and answer the **eDocs Orientation** survey questions.
2. **Add 3 Scholarships to My List**
 - Click the *Colleges* tab in the main menu.
 - Click *Scholarship Search*.
 - Favorite (♥) at least 3 scholarships.