

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/34790>.

9th Grade Tasks

1. Complete AchieveWorks Personality

- Click the *Self-Discovery* tab in the main menu.
- Click *Personality*.
- Click the *Start Assessment* button and answer the questions to complete the task.

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 (♥) 3 to 6 colleges of interest to complete the next task.

2. Add 3-6 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.
- To answer the second question, click the *Careers* tab in the main menu, then click ♥ *Favorite Careers and Clusters* under the “Career Exploration” column. If you never completed the *Career Cluster Finder* assessment, you can find it under the *Self-Discovery* tab in the main menu.

12th Grade Tasks

1. Complete Senior Survey

- Complete the 2023-2024 Senior Survey, including college admissions decisions or indicating “did not apply” and selecting one attending school for your final choice school; this will mark the task complete.
- **You MUST complete the survey if you need to request final transcripts.**