PowerSchool

Career Planning Reference Guide

Naviance Student

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This edition applies to the Naviance software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Overview

Use career planning tools in Naviance Student to:

- Learn more about careers, clusters, and pathways.
- Favorite careers, clusters, and pathways of interest.
- Review work-based learning events and opportunities.
- Access the Roadtrip Nation Interview Archive.

Parents and guardians with Naviance Student accounts can search for careers, clusters, and pathways, review their student's list of Favorite Careers, Clusters, and Pathways, review work-based learning opportunities, and access the Roadtrip Nation Interview Archive. Parents and guardians cannot add work-based learning opportunities, careers, clusters, or pathways to their student's list of favorites or indicate they are attending or applying for a work-based learning opportunity.

The career data is provided to Naviance from O*NET and the Bureau of Labor Statistics, US Department of Labor. O*NET is a trademark of the US Department of Labor, Employment, and Training Administration. Naviance updates databases according to the information available on these sites.

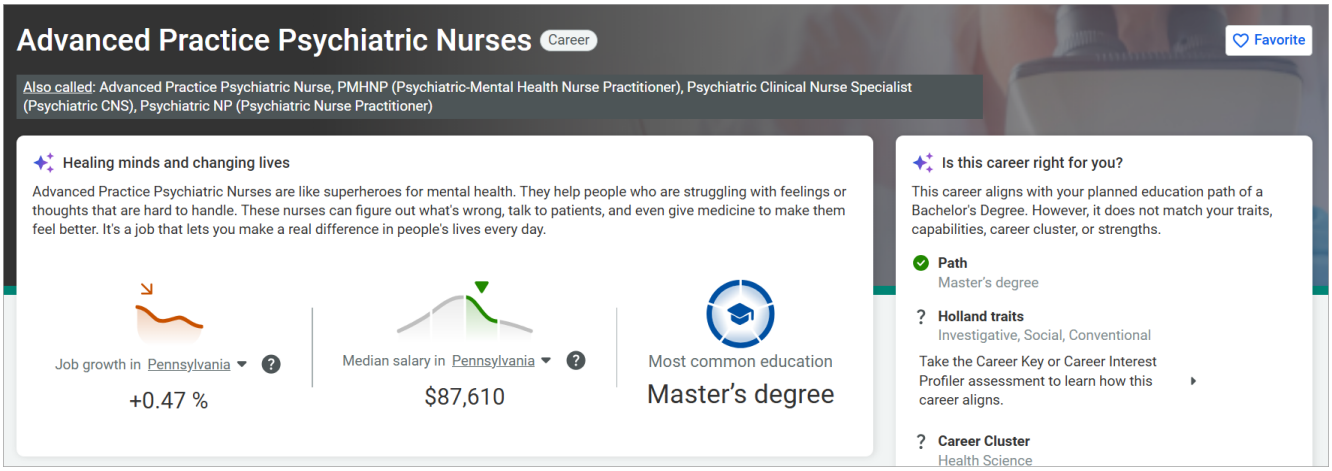
Enhanced career exploration experience

The updated career exploration experience has a fresh new look and smart tools with future paths that match your interests and goals.

- Modern interface — A sleek design that makes exploring careers feel more personalized and engaging.
- Personalized insights — Guidance on whether the career could be a good fit based on your interests, background, and future plan.
- AI-generated summaries — Quick reads of core career information.
- Roadtrip Nation videos — Videos are embedded in the profiles for real-world inspiration.
- Non-degree program profiles — Learn about training programs or certifications that don't require going to college full-time.

Explore careers

1. To review career information, go to **Careers** and select **Explore Careers**.
2. To search for specific careers:
   - Enter a career title in the search field and then click **Go**.
   - Sort careers by title, education, or salary.
   - Click **Filter**, choose an option, then click **Apply.**
3. Select the career name to display the career profile.



4. Select a category to review information about the career.

Favorite careers

Click **Favorite** to add careers to your favorites list or click **Favorited** to remove a career from your favorites list.

Explore clusters and pathways

1. To review cluster and pathway information, go to **Careers** and select **Explore Clusters and Pathways**.
2. Expand a career cluster and click:
   - **Read Details** to display the cluster profile.
   - **Favorite** to add a cluster or pathway to your favorites list.
   - A related pathway to display the pathway profile.

Favorite clusters and pathways

Click **Favorite** to add clusters and pathways to your favorites list or click **Favorited** to remove clusters and pathways from your favorites list.

Locate favorited careers and clusters

To display your list of favorite careers, clusters, and pathways, go to:

- **Careers** and select **Favorite Careers and Clusters**.
- The **heart** icon and select **Favorite Careers and Clusters**.

From **My Favorite Careers and Clusters**:

- Select an option from the **Show Types** list to filter your list.
- Click **Favorite** to remove the career, cluster, or pathway from your list.
- Review **Suggested Clusters and Pathways** from Naviance.

Explore local opportunities

Use Explore Local Opportunities

Review information about promoted career opportunities in your area.

1. Click **Careers**.
2. From Career Exploration, choose **Explore Local Opportunities**.
3. From Explore Local Opportunities:
4. Read the overview information for the state or company.
5. Review the **Legend** to understand the kinds of careers being promoted.
6. Review the content provided by the state or company related to the promoted careers.

Search for promoted careers

Review more information about promoted careers from the Highlights section of a career profile.

1. Select **Careers**.
2. From **Career Exploration**, choose **Explore Careers**.
3. Click **Filter**.
4. Expand **Local Opportunities** and select at least one option from the list.
5. Click **Apply**.
6. Select a career to display the profile.
7. From the At a Glance section of the profile, review the **Highlights** for more information about the promoted career opportunity.

Explore military branches

Explore and create a list of Favorite Military Branches directly from Naviance Student.

Military branches

To access information about military branches and favorite branches of interest, select **Careers** and choose **Explore Military Branches** from Military Exploration.

- Click on the branch name to open the official branch website.
- Click **Favorite** to add the branch to your list of Favorite Military Branches.
- Click **Favorited** to remove the branch from your list of favorites.

Alternatively, access branch information from **Military Resources** on the **Home** page if you select **Military** as your future plan.

You can also add military branches to your favorites list from:

- The Related Military Careers section in a Career Profile
- The Home page when the Military is selected as the future plan.

Favorite military branches

1. To display all favorited military branches, select **Careers** and choose **Favorite Military Branches** from Military Exploration.
2. Optionally, click **Remove from Favorites** to remove the branch from your list.

Related military careers

Review **Related Military Careers** from the **Overview** section of a related career profile.

1. Select **Careers** and choose **Explore Careers** from Career Exploration.
2. Click **Filter**.
3. Expand **Related Military Careers** and select the branches of interest.
4. Click **Apply**.
5. Select a career to display the profile.
6. From the Overview section of the profile, expand a Related Military Career to:
    - Display the branch of service.
    - Access the branch website.
    - Click the **heart** icon to add or remove the branch from your favorites list.

Search for job opportunities

Use the Job Search feature as a research tool when exploring careers in Naviance by:

- Viewing job titles and descriptions for careers that match your skills and interests.
- Understanding the qualifications and education needed for future career paths.
- Exploring job application formats and requirements on employer websites.

Use Search Job Opportunities

1. Select **Careers** and then choose **Search Job Opportunities** from Experiential Exploration.
2. Enter or select the search criteria and then click **Search**.
3. From the list of job opportunities:
    - Select the title to display the opportunity details and the option to **Apply Now**.
    - Click the **heart** icon to add the opportunity to Favorite Job Opportunities.

Review favorite job opportunities

1. Select **Careers** and then choose **Search Job Opportunities** from Experiential Exploration.
2. From Recently Favorited Job Opportunities, select **All Favorited Job Opportunities**. You must have a list of favorite job opportunities to display this option.
3. From Favorite Job Opportunities:
    a. Select the title to display the opportunity details.
    b. Click the **heart** icon to remove the opportunity from your favorites list.
    c. Select **Back to Search** to find additional job opportunities.

Use the Roadtrip Nation Interview Archive

The Roadtrip Nation Interview Archive is a digital career exploration tool with access to nearly 10,000 video interviews. The videos chronicle the diverse personal stories of leaders who have turned their interests into their life's work.

1. To access Roadtrip Nation, go to **Careers** and select **Explore Roadtrip Nation Videos**.
2. Choose one of the search options to find videos of interest.

Search option	Explanation
What is Your Road?	Choose a foundation and two interests to explore interviews with leaders with similar roads.
Interests	Choose an interest category such as medicine, art, or business to explore interviews with leaders in fields that align with your interests.
Themes	Choose a theme such as risk, failure, or determination to explore interviews in which leaders discuss their trials and learning related to the selected theme.
Leaders	Choose any of the leaders interviewed.
Playlist	Choose a pre-assembled playlist of video interviews.