



About me reference guide

Naviance Student

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Contents

Overview	4
Documents.....	5
Resume	6
Create a resume	6
Customize the resume.....	6
Edit a resume	6
Goals.....	8
Portfolio.....	9
Career Fit.....	11
Journal	12
Add a journal entry	12
Review journal entries from school staff	12
Test scores	13
My surveys.....	14
My assessments.....	15

Overview

Use the About me section to access information related to your experience in Naviance Student.

 About me home	Surveys
Documents and notes	Surveys from your school
Document resources	Game plan survey
Resume	
Goals	
Portfolio	
Journal	
Test scores	
Documents shared with me	

Documents

Access documents shared by your school.

1. Select **About me** and choose:
 - **Document resources** to find documents shared with everyone.
 - **Documents shared with me** to find documents shared privately with only you.
2. Choose **View** for the selected folder to display documents, and then select **View** for the selected document to download it.

Documents Shared With Everyone			
Click on a folder to see document resources shared with everyone.			
Folder	Files	Sizes	Action
8th Graders		0 B	VIEW
9th Graders		0 B	VIEW
All studs		0 B	VIEW
Class Meeting materials		0 B	VIEW
College resources		0 B	VIEW
Junior Presentation		5.91 MB	VIEW

Resume

The new Resume tool, tied directly to Portfolio, lets you select existing Portfolio entries to create a resume. You can also add content directly to the resume or add new portfolio entries, and then download or save your custom resume.

Create a resume

1. Select **About Me**, and then choose **Resume**.
2. Add content to your resume.
 - Enter **Summary**, **Education**, and **References** information. Use the rich text tools to change the font size, add a link, and more.
 - Click **+ Add work experiences or services**, **+ Add extracurricular**, **+ Add achievement**, select your portfolio entries to add, and click **Save**. Click **+ Add (entry type)** to add a new entry to both your resume and portfolio.
3. Click **Save resume**, and then click **Save** again.
4. Optionally, click **Preview and download** to download the resume to your web browser.

Customize the resume

- Update your personal information. Changes to your email or phone number in your resume or Portfolio are applied to both. The changes are not applied to your Naviance Student account.
 - a. Click the **pencil icon** and update the **Email** or **Mobile Phone**.
 - b. Click **Save**.
- Rename a resume section.
 - a. Select **more** (three dots icon) for the corresponding section and choose **Rename**.
 - b. Enter a new section title and click **Save**.
- Reorder resume sections and entries.
 - a. Select **more** (three dots icon) for the section to move and choose **Move up** or **Move down**.
 - b. Select an entry, and then drag and drop it to change the order.
- Change the text color and font.
 - a. Click **Preview and download**.
 - b. Choose a **Color** or **Font** and click **Download**.

Edit a resume

Select **About Me** and then choose **Resume**.

- Edit your **Summary**, **Education**, or **References** details using rich text tools to change the font size, add links, and more.
- Click + **Manage work experiences or services**, + **Manage extracurricular**, + **Manage achievement** to add or remove portfolio entries to your resume.
- Select an entry and click **Edit** to update the details.

Deleting work experiences or services, extracurriculars, or achievements from your resume will also delete them from your portfolio.

Goals

Select **About me** and choose **Goals** from Documents and notes to display your Planner goals.

Portfolio

The Portfolio feature in Naviance Student lets students document their growing skills, knowledge sets, and abilities, showcasing their preparation for future careers and post-secondary goals. Students can add entries, including attachments, and then choose which entries to share with non-Naviance users via a link or print version.

From Entries, create a portfolio and share your accomplishments and capabilities with others. Then, after you've added capabilities, use Career fit to learn if your favorite careers match your capabilities.

Entries

Add entries

1. From the main navigation, select **About me**, and then choose **Portfolio**.
2. From Entries, select **Add entry**.
3. Choose an entry type.
 - **Achievements, extracurriculars, work experience, other**
 - i. Enter the details and select **Next**.
 - ii. Select the capabilities that you have acquired and select **Add**.
 - **Academic highlights**
 - i. If prompted, select a course or subject area and select **Next**.
 - ii. Enter the details and select **Next**.
 - iii. Select the capabilities that you have acquired and select **Add**.
 - **Favorites**
 - i. Select your favorite careers, pathways, clusters, colleges, and scholarships, and then select **Add**.
 - **Self-Discovery results**
 - i. Select the results to include and select **Add**.
 - **Grades and test scores**
 - i. Select your GPA, SAT, or ACT scores and select **Add**.

Manage entries

1. From the main navigation, select **About me**, and then choose **Portfolio**.
2. From Entries, choose the entry and select **Remove**, **Edit**, or **Delete**. Then,
 - Select **Delete** to confirm removing or deleting an entry.
 - Edit the details and click **Next**. Then, select or remove capabilities and click **Update**.

Manage your profile

1. From the main navigation, select **About me**, and then choose **Portfolio**.
2. From Entries, go to your profile and select the **pencil** icon.
3. Upload a photo, enter an **Email** or **Mobile Phone**, and then select **Save**.

Share a portfolio

If your school makes sharing available, you must be 13 or older to use the feature.

1. From the main navigation, select **About me**, and then choose **Portfolio**.
2. From Entries, select **Share** and choose **New link** or **Print**.
3. If creating a link, enter a **Title**.
4. Optionally, manage your entries. You can:
 - Choose not to include your profile photo.
 - Remove any entries you do not want to include in your shared portfolio.
 - Reorder your entries.
 - Click the **pencil** icon to rename the entry types.
5. Select **Print** or **Create and copy link**.
6. Share the print version or link.

Manage links

1. From the main navigation, select **About me**, and then choose **Portfolio**.
2. From Entries, select **Share** and choose the link to edit.
3. Select **Edit** or **Copy link**.
4. Optionally, edit the link. You can:
 - Update the title.
 - Choose to include your profile photo or not.
 - Select or remove entries to share.
 - Reorder the entries.
 - Click the **pencil** icon to rename the entry types.
 - Select **Update and copy link**.

Career Fit

Find out if you are a good fit for your favorite careers based on the capabilities you've added to your portfolio.

1. From the main navigation, select **About me**, and then choose **Portfolio**.
2. Choose **Career fit**.
3. Select a **Favorite career** from the list to learn if it fits your capabilities.
4. Review the top capabilities for the selected career.
5. Optionally, choose an ability, knowledge set, or skill needed for the career to display more details, review or remove related entries, and add an entry.
6. Review your capabilities.
7. Choose the related entry to display more details, review or remove the entry, and add an entry.

Abilities, knowledge sets, and skills are included in the career data 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.

Journal

Use the journal feature to enter information about your career interests, college searches, and more, then share the information with your counselor, teachers, and parents.

Add a journal entry

1. Select **About me** and choose **Journal**.
2. Click the **plus** icon.
3. Select an option from the **Type** list to identify the type of journal entry you are adding.
4. Enter a **Subject** and **Notes**.
5. Choose to share with **Counselors**, **Teachers**, and **My Parents**. If none are selected, the journal entry is only accessible to you.
6. Optionally, select **Browse** to add an attachment.
7. Click **Add**.

Review journal entries from school staff

1. Select **About me** and choose **Journal**.
2. From **Private comments from your school**, select the **Subject** of the journal to review.

× CANCEL

Type
N/A

Share with
By default, you are the only person who can read your journal entries. If you want to allow counselors, teachers or your parents to view this journal entry and access any files that you attach to it, check the appropriate boxes below. You can always come back to this journal entry and remove sharing if you change your mind later.

☐ Counselors
☐ Teachers
☐ My Parents

*** Subject (required)**

Notes

Drop files or click to Browse...

Add

Test scores

Review your SAT, ACT, and other key test scores added by your school. In some instances, you may also be able to add or edit key test scores in Naviance Student.

1. Select **About me** and choose **Test scores** from Documents and More to review them.
2. Optionally, click **Add** and select a test type. Alternatively, select **edit** to update an existing test score.
3. Select a **Date**, **Month**, and **Grade Level** from the lists, enter the scores, and then click **Submit**.

My surveys

Select **About me** and then select:

- **Surveys from your School**
- **Game plan survey**
- **Graduation survey**

Select a survey name to begin a survey or display your responses.

My assessments

Select **About me** and then select the **About me home**. The My Assessments card displays an overview of your self-discovery assessment status. Select an assessment to begin or to display your results.