



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.
- Search for job opportunities.
- Explore military branches.

Careers		
Career Exploration  Favorite Careers and Clusters Explore Careers Explore Clusters and Pathways	Military Exploration  Favorite Military Branches Explore Military Branches	Experiential Exploration Search Job Opportunities Find Work-Based Learning

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, search job opportunities, explore military branches, and access the Roadtrip Nation Interview Archive. Parents and guardians cannot add work-based learning opportunities, job opportunities, military branches, 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.

Explore Careers

- To review career information, go to **Careers** and select **Explore Careers**.
- 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**.

Careers Clusters and Pathways Work-Based Learning Military

Find Careers that Interest You. You're ready to discover interesting careers and Naviance is here to help. Here you can filter careers by education, national salary, career cluster, and more. Each filter you add narrows your search. Experiment and see what you discover!

🔍 Type a career name.. **Search** Sort By Title **Filter**

Accountants and Auditors

Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or ad...

🎓 Education
4 Year College

💰 Median Salary
\$71,550

♥ Favorited

Actors

Play parts in stage, television, radio, video, or film productions, or other settings for entertainment, information, or instruction. Interpret serious or comi...

🎓 Education
High School Diploma

💰 Median Salary
\$42,494

♥ Favorited

Actuaries

Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liabil...

🎓 Education
4 Year College

💰 Median Salary
\$108,350

♥ Favorited

- Select the career name to display the career profile.

[← Back to Explore Careers](#) **Actuaries** [♥ Favorite](#)

[Overview](#) [Skills and Experience](#) [Wages](#) [Upcoming Events](#)

Overview

About This Occupation

Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits. May ascertain insurance rates required and cash reserves necessary to ensure payment of future benefits.

At a Glance

🎓 Education
4 Year College

💰 Median National Salary
\$108,350

- Select a category to review information about the career.

Category	Explanation
Overview	Review high-level information about the career, such as Education Requirements, Median National Salary, and Related Holland Traits.
Skills and Experience	Learn what this career entails, including Activities conducted during the workday, Tasks Performed, and needed Skills and Abilities.
Wages	Find the average rate, salary, or hourly by state or city.
Upcoming Events	Access any work-based learning events or opportunities related to this career that your school shared.

- Select **Back to Explore Careers** to return to your list of careers.

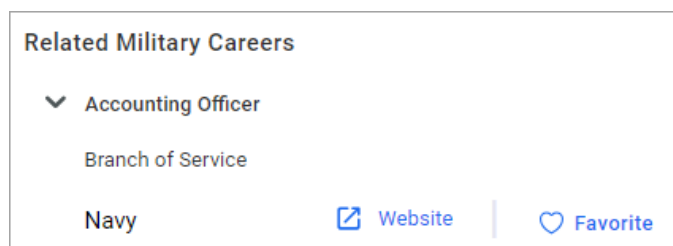
Favorite Careers

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

Related Military Careers

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

- Select **Careers** and choose **Explore Careers** from Career Exploration.
- Click **Filter**.
- Expand **Related Military Careers** and select the branches of interest.
- Click **Apply**.
- Select a career to display the profile.
- 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.



Explore Clusters and Pathways


- To review cluster and pathway information, go to **Careers** and select **Explore Clusters and Pathways**.
- 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.

Business Management and Administration Favorite

This Career Cluster is focused on careers in business functions essential to efficient and productive business operations.

[Read Details](#)


Related Pathways



General Management

Employees working in the General Management pathway focus on preparation and execution of business activities; supervision of other employ...


Favorite



Business Information Management

Employees in the Business Information Management pathway deal with new applications of technology in the workplace, make strategic d...


Favorite



Human Resources Management

Employees working in the Human Resources Management pathway recruit, interview and hire the most qualified employees and match them t...

Favorite



Operations Management

Employees in Operations Management focus on planning, organizing, coordinating, and controlling the resources needed to produce/ provide a busi...

Favorite

Cluster Profiles

Cluster information is organized by:

Category	Explanation
Upcoming Events	Work-based learning events or opportunities shared by your school that are related to the cluster
Employment Outlook	The number of jobs, employment rates, and more
Related Occupations	Careers related to the cluster
Related Majors	College majors related to the cluster
Plans of Study	Recommended courses related to the cluster from Advantage CTE

Pathway Profiles

Pathway information is organized by:

Category	Explanation
Upcoming Events	Work-based learning events or opportunities shared by your school that are related to the pathway
Employment Outlook	The number of jobs, employment rates, and more
Typical Credentials	The required degree, certificate, or licensure
Related Occupations	Careers related to the cluster
Related Majors	College majors related to the cluster
Plans of Study	Recommended courses related to the cluster from Advance CTE

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**.
- The **My Favorites** card on the Naviance Student homepage and select **Careers and Clusters I'm Thinking About**.

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 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.

The screenshot shows a navigation bar with 'Careers', 'Clusters and Pathways', 'Work-Based Learning', and 'Military' (which is underlined). Below the navigation bar are three cards representing military branches:

- Air Force:** Founded in 1947, focuses on air, space, and cyberspace superiority. Includes a 'Favorite' button.
- Army:** Founded in 1775, defends the nation by land, sea, and air. Includes a 'Favorite' button.
- Coast Guard:** Founded in 1915, protects the nation's waterways. Includes a 'Favorite' button.

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

Favorite Military Branches

1. To display your list of favorite 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.

Search Job Opportunities

Search local job opportunities using Headed2's Job Search in Naviance.

Search Job Opportunities

Job Title or Keyword

Career Type

Select

State

California

Zip Code

90210

Distance

25 miles

Employment

Apprenticeships

Internships

Company

.

Experience Level ?

Level 1 - Little to No Preparation

Search

Recently Favorited Job Opportunities

♥ [Educator - Math](#)
 Avanade Public Schools – Los Angeles, CA 90006
 Experience Level 4: Considerable Preparation,
 typically a bachelor's degree

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 typically a bachelor's degree

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 typically a bachelor's degree

[All Favorited Job Opportunities](#)

TO USE HEADED2'S JOB SEARCH IN NAVIANCE YOU MUST CREATE A HEADED2 ACCOUNT AND LINK IT TO YOUR NAVIANCE ACCOUNT.

Use Search Job Opportunities

1. Select **Careers** and then choose **Search Job Opportunities** from Experiential Exploration.
2. Enter or select 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.

♥

Math Teacher, Future Leadership Program

🏢 Company Avanade Public Schools

📍 Location Los Angeles, CA 90006

📅 Date Posted 8/5/2022

📄 Type Employment

Details

In publishing and graphic design, Lorem ipsum is a placeholder text commonly used to demonstrate the visual form of a document or a typeface without relying on meaningful content.

Cancel

Apply Now

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.

Link Your Headed2 and Naviance Accounts

1. Select **Careers** and then choose **Search Job Opportunities** from Experiential Exploration.
2. From the Headed2 modal, click **Go to Headed2**.
3. Enter your **Email** and then click **Next**. Alternatively, select **I don't have an email address** or **Sign in** if you already have a Headed2 account.
4. Enter a **Password**, confirm the password, and then click **Next**.
5. Click **Student** if you are still enrolled in middle or high school and then click **Next**. Alternatively, click **Job Seeker** if you have graduated.
6. Select your **State**, and if requested, enter your **School Name**, and select your **High school graduation year**.
7. Indicate if you are under or over 13.
 - Over 13
 - Click **I am over 13 and want to join this site and then click I want to join this site**.
 - Click **Approve**. You will receive an email with more information about your linked accounts.
 - Click **Return to Naviance**.
 - Under 13
 - Click **I am under 13 and want to seek approval to join this site**, enter an **Authorized person email**, and then click **I want to join this site**. The authorized person receives an email from which they can approve your request to access Headed2's Career Explorer and link to Naviance.
 - Click **Return to Naviance**.

To check the status of your approval requests, from Naviance Student, select **About Me** and then choose **My Account**. From General Information, go to Account Settings and select **Check status**.

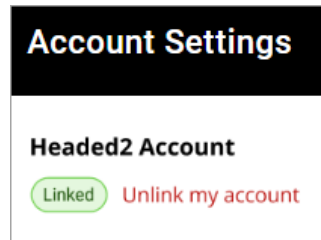
Approve an Access Request

If your student is under 13, you may receive a request to approve their Headed2 account.

1. Locate and open the email from privacy@headed2.com.
2. Click **Review Request**.
3. Click **Approve Request**, enter **Your First Name** and **Your Last Name**, and then click **Complete Approval**.

Unlink Your Headed2 and Naviance Accounts

1. From Naviance Student, select **About Me** and then choose **My Account**.
2. From General Information, go to Account Settings and select **Unlink my account**.



3. Click **Unlink** from the confirmation modal.

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.