



# About Me Reference Guide

Naviance Student

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

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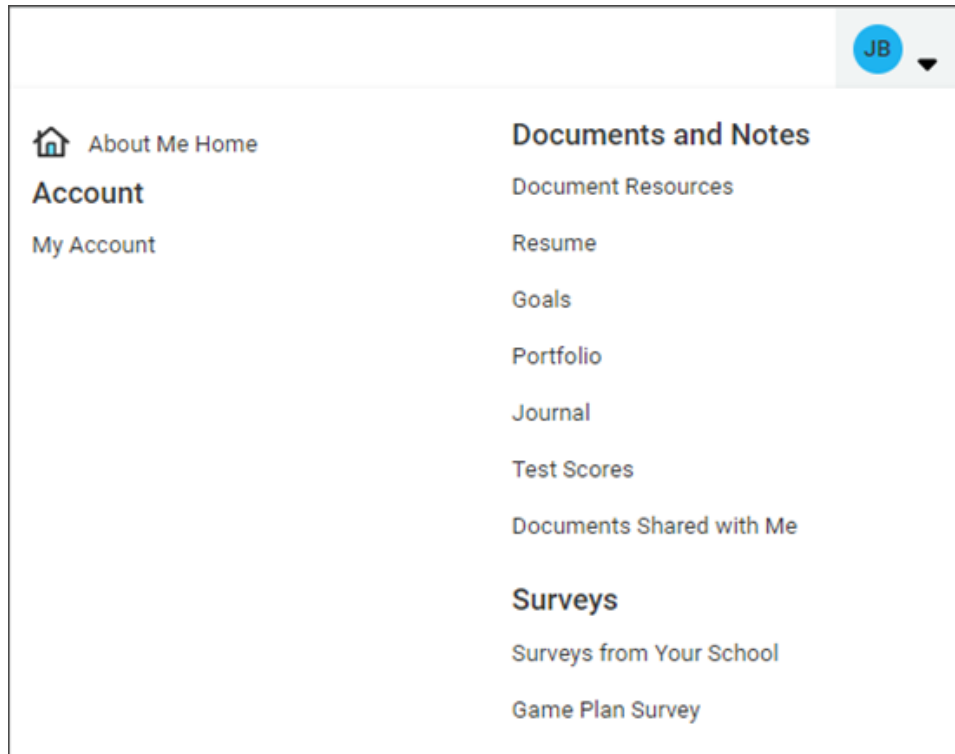
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## Overview

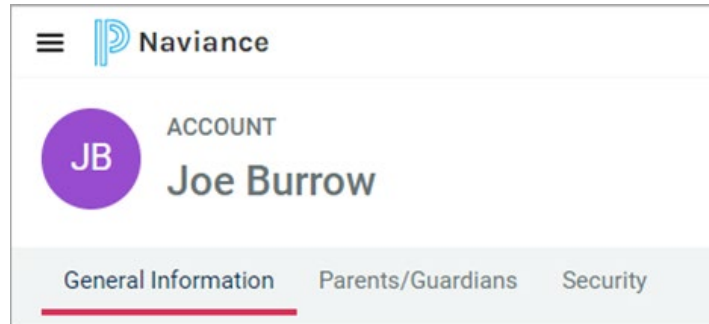
Use the About Me section to access information related to your experience in Naviance Student.



## Your Account

Select **About Me** and choose **My Account** to display General, Parent and Guardian, and Security information.

- Select **General** to review your account's personal, contact, and academic information.
- Select **Parent and Guardian** to review your account's parent or guardian information.
- Select **Security** to review and update your username and password.

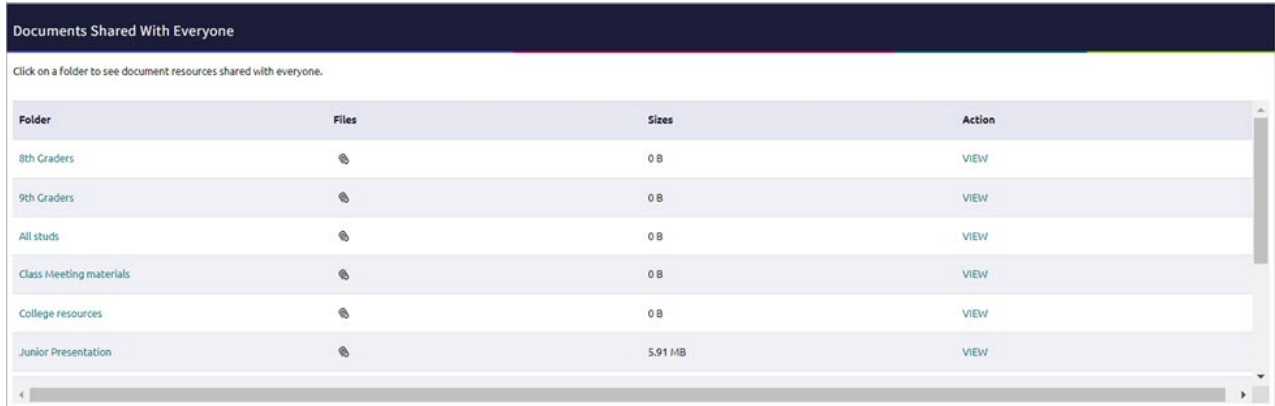


Select edit from any card to update the corresponding information. If the card does not display the option to edit, you cannot update the information in Naviance Student.

# 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

Use the Resume Builder to keep track of your achievements from middle school to high school and share them with school staff in a resume format. Download the resume to use it for job interviews, scholarship applications, and more.

### Add Resume Sections

1. Select **About Me** and choose **Resume**.
2. From **Add or Update Sections**, click the **Add** icon.
3. Select a section from the list.
4. Enter your information and click **Add**. A section card displays your entry.
5. Optionally:
  - Click the **add** icon to add an entry for another section.
  - Click **Add New** from a section card to add another entry for an existing section.

### Build a Resume

1. Select **About Me** and choose **Resume**.
2. From **Print or Export Resume**, click the **add** icon.
3. Enter a resume name for reference.
4. Select a template. Optionally, select **Preview** to display a resume template.
5. Click **Continue**.
6. Select the sections and entries to add to the print version of your resume. When selecting a section, you also select all entries in the section by default. Deselect the section or entries to remove them from this version of your resume.
7. Click **Save Resume**.

### Print or Export a Resume

1. Select **About Me** and choose **Resume**.
2. Select **Print or Export Resume**.
3. From My Saved Resumes, choose **Download PDF** or **Download DOCX** for the selected resume. When downloading the DOCX format, you can change the formatting or update your resume information.



## Goals

Select **About Me** and choose **Goals** from Documents and Notes to display your Planner goals.



## Portfolio

The Student Portfolio displays information about your college-, career-, and life-planning activities in Naviance Student. To display your portfolio, select **About Me** and choose **Portfolio** from Documents and Notes.

The portfolio includes the following:

Category	Details
Personal Information	<ul style="list-style-type: none"> <li>• School</li> <li>• Grade</li> <li>• Counselor</li> <li>• ID Number</li> <li>• Parent/guardian names</li> <li>• Address</li> <li>• Phone number</li> <li>• Personality Type summary chart results</li> <li>• Learning Style summary chart results</li> <li>• MI Advantage summary chart results</li> <li>• Resume</li> </ul>
Goal Planning	<ul style="list-style-type: none"> <li>• Game Plan survey results with status and completion</li> <li>• Success Plan goals with status and date created</li> <li>• Success Plan tasks with status and due dates</li> </ul>
Career Planning	<ul style="list-style-type: none"> <li>• Saved careers</li> <li>• Saved career clusters and pathways</li> <li>• Career Key assessment results with date completed</li> <li>• Career Interest Profiler assessment with date completed</li> </ul>
Academic Planning	<ul style="list-style-type: none"> <li>• Schools Attended</li> </ul>
College Planning	<ul style="list-style-type: none"> <li>• Test Scores</li> <li>• Highest Test Prep scores</li> <li>• Teacher recommendation requests</li> <li>• Active college application list</li> <li>• Prospective colleges</li> <li>• Scholarship applications</li> </ul>

## 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.

**Journal Entry Form**

**Type**  
N/A

**Subject (required)**  
[Text Input Field]

**Notes**  
[Text Area]

**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

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**
- **Gameplan 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 Hhome**. The My Assessments card displays an overview of your self-discovery assessment status. Select an assessment to begin or to display your results.