



# About me reference guide

Naviance Student

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# Contents

<b>Overview .....</b>	<b>4</b>
<b>Documents .....</b>	<b>5</b>
<b>Resume .....</b>	<b>6</b>
Add resume sections.....	6
Build a resume .....	6
Print or export a resume.....	6
<b>Goals .....</b>	<b>7</b>
<b>Portfolio .....</b>	<b>8</b>
Career Fit .....	10
<b>Journal .....</b>	<b>11</b>
Add a journal entry .....	11
Review journal entries from school staff.....	11
<b>Test scores.....</b>	<b>12</b>
<b>My surveys .....</b>	<b>13</b>
<b>My assessments.....</b>	<b>14</b>

## Overview

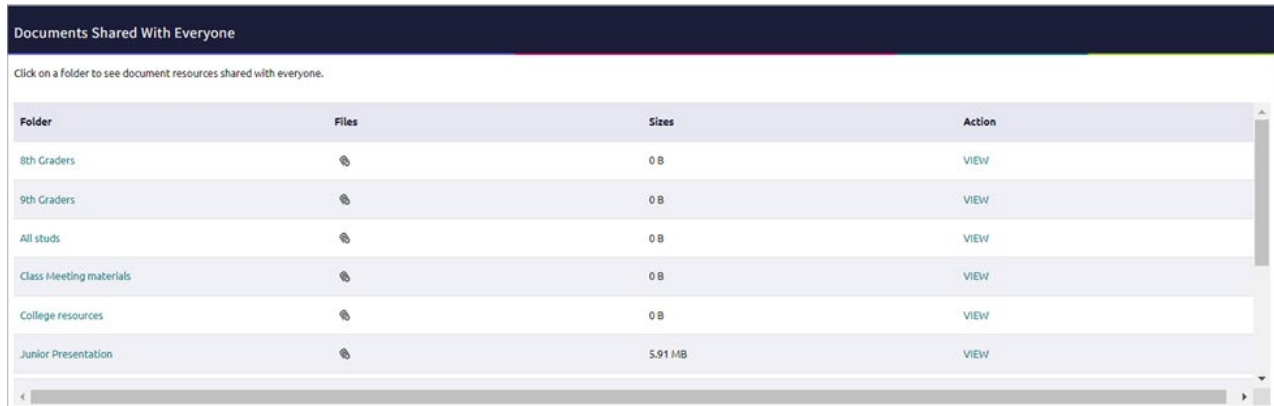
Use the About me section to access information related to your experience in Naviance Student.

 About me home	<b>Surveys</b>
<b>Documents and notes</b>	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	<a href="#">VIEW</a>
9th Graders		0 B	<a href="#">VIEW</a>
All studs		0 B	<a href="#">VIEW</a>
Class Meeting materials		0 B	<a href="#">VIEW</a>
College resources		0 B	<a href="#">VIEW</a>
Junior Presentation		5.91 MB	<a href="#">VIEW</a>

## 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

8. Select **About me** and choose **Resume**.
9. Select **Print or Export Resume**.
10. 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 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,
3. Select **Delete** to confirm removing or deleting an entry.
4. 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. Manage your entries.
5. Choose not to include your profile photo.
6. Remove any entries you do not want to include in your shared portfolio.
7. Reorder your entries.
8. Click the **pencil** icon to rename the entry types.
9. Select **Print** or **Create and copy link**.
10. 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. If editing the link:
5. Update the title.
6. Choose to include your profile photo or not.
7. Select or remove entries to share.
8. Reorder the entries.
9. Click the **pencil** icon to rename the entry types.
10. Select **Update and copy link**.

## Career Fit

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.

## 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)**  
[Empty text input field]

**Notes**  
[Empty 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**
- **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.