NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_11\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Log on** to your Naviance account using Desktop Icon or go to connection.naviance.com/kokomohigh

**Username** – firstname.lastname (or regular username)

**Password**: entire student number (lunch number)

**RESUME**

1. Click on **About Me** tab
2. Click on **My Stuff**
3. Click on **Resume**
4. **Add New Entry**
	1. Click on **Objective**
		1. Write an objective (goal you have for after high school) and add to resume
	2. Click on **Summary**
		1. Fill out two summary points and add to resume
5. Continue to build Resume on your own
	1. Add any activities, awards, or jobs you have had

**GAME PLAN SURVEY**

1. Click on **About Me**
2. Click on **Postsecondary Plans**
3. Complete **Game Plan**
4. **Save Changes and I am Finished**

**SUPERMATCH COLLEGE SEARCH**

1. On Naviance Home page
2. Click on the **Colleges tab** (top right)
3. In the drop-down menu, click **Colleges Home**
4. Click the **SuperMatch** (left side under Find Your Fit)
5. Notice **Choose Fit Criteria**
	1. Click on **Location** and start selecting what is most important to you in a college
	2. Continue through the rest of the categories listed at the top
6. Your results will start to show at the bottom
7. If you find a school you are interested in:
	1. **Favorite** the college by clicking the heart – this will add it to your list of “Colleges I’m Thinking About”
	2. Search the schools link, do more research, etc.
	3. Save your search