

# How to use NAVIANCE to make your college list, and resume

*COLLEGE LIST INSTRUCTIONS (for parents also):*

GO TO: <http://connection.naviance.com/columbiass>

Login to

NAVIANCE: Activate account by submitting the 6 digit registration code

Login to  
your

account: Enter your Standard User Name  
Enter your Standard Password

CLICK ON: “Colleges” then click on “Colleges I’m thinking About” then click “Add to this. List” then click “Look Up” click the colleges name or letter then “Add Colleges”

USE: “About Me”, “Careers:”, and “Colleges” to explore the various options on Naviance

MAKE YOUR COLLEGE LIST:

RESEARCH EACH COLLEGE ON THE LIST YOUR COLLEGE ADVISOR SUPPLIES YOU AND ALL COLLEGES THAT YOU FIND ON YOUR OWN. BY SEPTEMBER OF SENIOR YEAR YOU SHOULD HAVE A LIST OF 6-20 COLLEGE THAT FIT YOU. BE SURE TO HAVE A VARIED LIST OF “REACH”, “PROBABLE”, & “VERY PROBABLE”.

*RESUME INSTRUCTIONS:*

CLICK ON: “About Me” (white letters on blue on the left side of the page)

CLICK ON: Resume

Move mouse to “Add a new entry” Select One then fill in the information Based on the topics displayed below.