<u>Naviance College Search Junior Year</u>

Log on to Naviance: http://connection.naviance.com/muhlenberg
       <u>Username:</u> First 3 letters of your first name and the first 3 letters of your last name and graduation year
       <u>Password:</u> Student ID#
       <u>Example:</u> betbur16 password: 123456

1. <u>Click About Me</u>
   Scroll down and click Profile. Check to make sure all your information is correct.
   If you need to change something let us know before you leave the session today.

2. <u>Click Colleges</u>
   Click college search
   Do this survey. Skip Religious Affiliation

3. Complete the survey and click Show Matches
   Click Save Search **IMMEDIATELY** and call it: **College 1**.
   You can print this list if you wish.

4. Look at schools individually to learn more about each college.
   Click the headings to gain more information about the college.

5. Continue to look at other colleges in your match list.
   To go back to your list, click college search and then under Saved Searches click college 1.
   If you want to change your search criteria and save another search, you can do that by clicking on any of your search criteria to change that information.

6. <u>Create a list of "Colleges I'm Thinking About":</u>
   There are 2 ways to start your personalized list of colleges you are considering:
   - While exploring colleges within your "match list," click on "Add to Colleges I'm Thinking About" located at the top of the school's page
   - To add schools to your "Colleges I'm Thinking About" list that are not included in your "match list," follow the directions below:
     1. Click on the Colleges tab.
     2. Click on the "Colleges I'm Thinking About."
     3. Click Add to this list.
     4. Indicate your interest in the drop-down menu for My Interest. (This is optional)
     5. Click Lookup.
     6. Search by name, alpha browse, etc. to find a college.
     7. Click the name of the college which fills in that college's name in the box.
     8. **<u>Add at least 5 schools</u>**. You can add up to 10 schools.
     9. Once you have completed your list, click Add Colleges.