12th Grade ICAP Instructions in Naviance

1. Go to – https://clever.com/in/coloradosprings
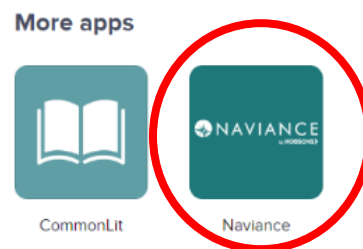
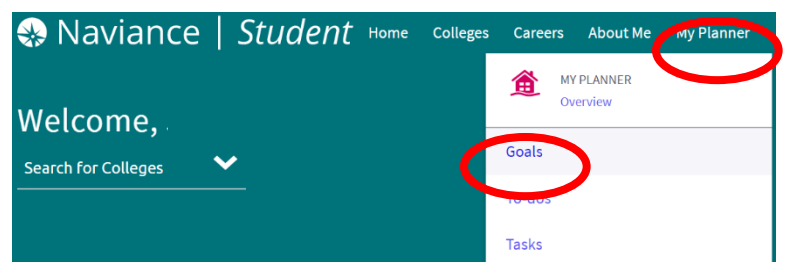2. Select "Click here to log in" next to the Windows icon ⊞
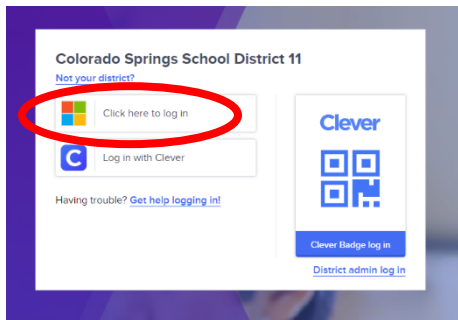
3. Enter your CSSD11 email address and network password to log in. (firstname.lastname@d11.org)
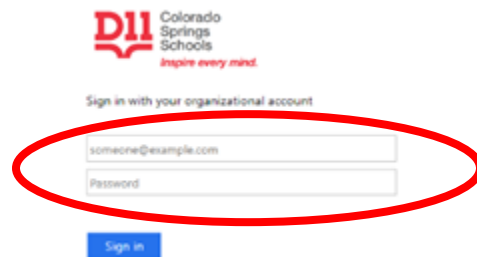
4. Click on the Naviance icon and you will be automatically logged into your account without having to log in again.
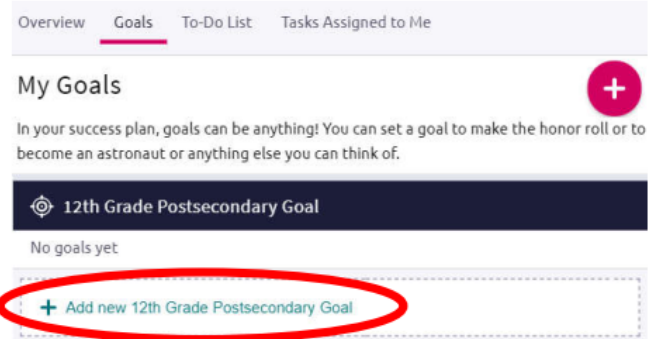
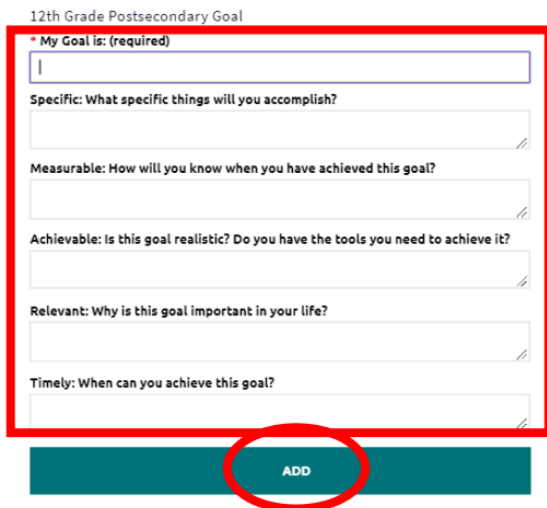5. Click "My Planner" in the top-right corner, then click "Goals"

6. Scroll down to "12th Grade Postsecondary Goal" and click **"+ Add a new 12th Grade Postsecondary Goal**"

| Overview | Goals | To-Do List | Tasks Assigned to Me |

My Goals

In your success plan, goals can be anything! You can set a goal to make the honor roll or to become an astronaut or anything else you can think of.

◈ 12th Grade Postsecondary Goal

No goals yet

+ Add new 12th Grade Postsecondary Goal

7. Fill out your SMART goal for 12th grade and then press "ADD"

12th Grade Postsecondary Goal

* My Goal is: (required)

Specific: What specific things will you accomplish?

Measurable: How will you know when you have achieved this goal?

Achievable: Is this goal realistic? Do you have the tools you need to achieve it?

Relevant: Why is this goal important in your life?

Timely: When can you achieve this goal?

ADD

On the new screen, find and click the "Mark as done" button.

✓ Mark as done   ✎ EDIT   🗑 RE

8. Next, click "**Colleges**", then click "**Find Your Fit**", then click "**College Lookup**"

Home Colleges Careers About Me My Planner

🏠 COLLEGES
Home

❤ COLLEGES
I'm thinking about

🎓 COLLEGES
I'm applying to

Find Your Fit   >
Research Colleges   >
Apply to College   >
Scholarships and Money >

Home Colleges Careers Al

< Back   Find Your Fit

SuperMatch®

College Match

Scattergrams

Advanced College Search

College Lookup

COLORADO SPRINGS D11 SCHOOLS
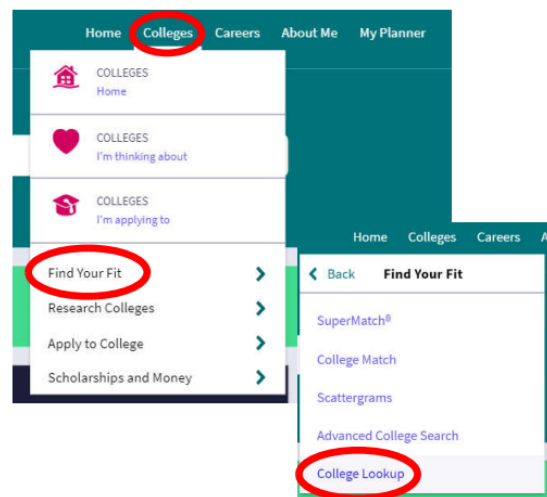
ICAP
INDIVIDUAL CAREER ACADEMIC PLAN

9. Find colleges you are interested in and **click the " ❤ " to favorite!**

COLLEGE
Lookup

Lookup by:
Quicklist ▾

College search results

	✛ = extended profile available	☎ = colleges applied to	Actions:	❤ Favorite

Select	College	Location
☐	❤ ✛ Adams State University	Alamosa, CO
☐	♡ ✛ Aims Community College	Greeley, CO
☐	♡ University of Colorado at Boulder	Boulder, CO
☐	❤ ✛ University of Colorado at Denver	Denver, CO

10. Click "**Colleges**", then click "❤ **COLLEGES I'm thinking about**". On the new page, **click the check boxes** next to colleges you plan to apply to and then click "**MOVE TO APPLICATION LIST**"

Home   Colleges   Careers   About Me   My Planner

🏠 COLLEGES
Home

❤ COLLEGES
I'm thinking about

🎓 COLLEGES
I'm applying to

Find Your Fit   >
Research Colleges   >
Apply to College   >
Scholarships and Money >

✔ Confirmation
3 colleges successfully added

Colleges I'm thinking about   🔍 Search for colleges

3 selected   ☎ UPDATE INTEREST   ☎ MOVE TO APPLICATION LIST   🗑 REMOVE   ✛ = extended profile available

	College	Delivery type ℹ	Added By	Expected Difficulty*	Application Deadlines	Interest
☑	Adams State University	🖥	Student	N/A	N/A	N/A
☑	University of Colorado at Denver	🖥	Student	N/A	Multiple Deadlines ⌄	N/A
☑	University of Colorado Colorado Springs	🖥	Student	N/A	Multiple Deadlines ⌄	N/A

11. Click "Add applications"

STEP 1	STEP 2
Add Applications	Request Transcripts

Adams State University

Which application deadline do you prefer?

Rolling

How will you submit your application?

Direct to the institution

☐ I've already sent my application

Add Applications   ADD AND REQUEST TRANSCRIPTS

12. When you are finished, work on your **FAFSA** and **Resumé**.

Tasks you Need to Work On

📋 TASK	Build Resume (Add or Update)	REQUIRED
	DUE Sunday May 31, 2020	
	Assigned by Your Counselor	
📋 TASK	Complete the FAFSA	REQUIRED
	DUE Wednesday Jul 15, 2020	
	Assigned by Your Counselor	

The Resumé and FAFSA instructions are on the following pages.
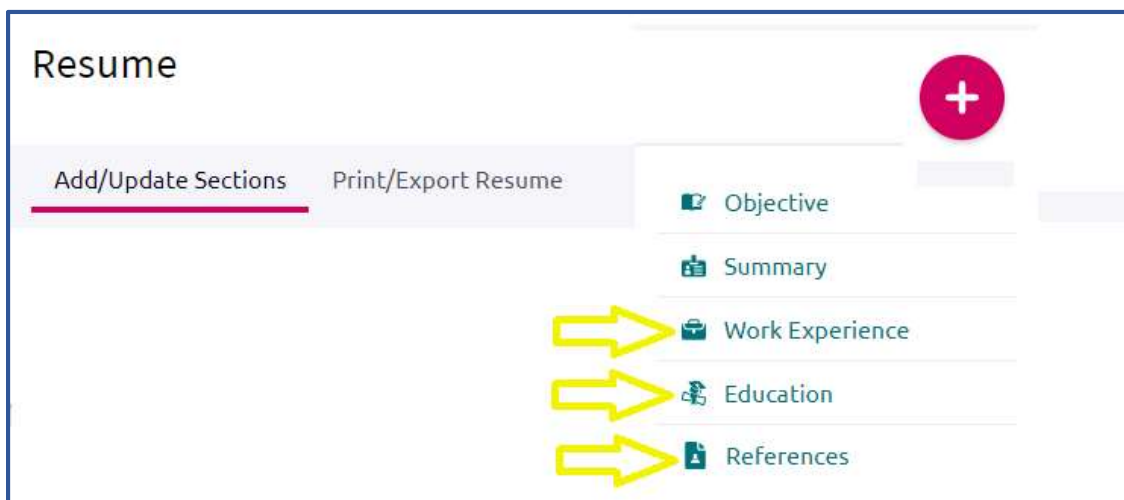
COLORADO SPRINGS
D11
SCHOOLS

ICAP

RESUME UPLOAD INSTRUCTIONS IN NAVIANCE

1. **Under "Tasks Assigned to Me', click "Build Resume"**
2. **Find the red diamond/arrow and click the blue link "build a resume" (see picture below)**
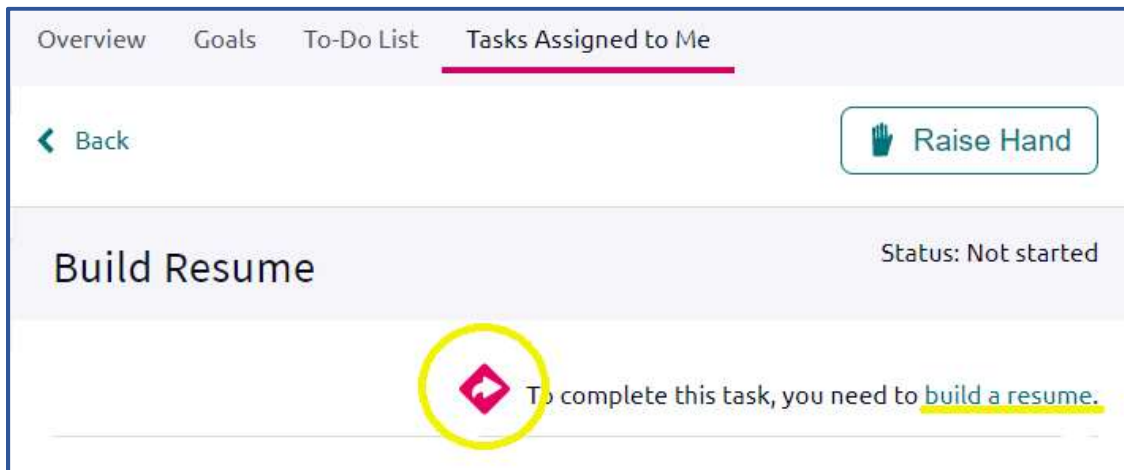
3. **Click the pink "+" button and then click "Education"**

4. **Fill out all fields marked with a red * and then click "Add"**
5. **Repeat step 3-4 for "Work Experience" and "References"**
   a. **IF YOU DO NOT HAVE WORK EXPERIENCE, USE BABYSITTING OR VOLUNTEERING.**
6. **Once you have added all sections, click "Print/Export Resume". Next, click the pink "+" again.**

7. **Name your resume and then click "continue"**
8. **Click all the check boxes to confirm your sections and press "Save Resume"**
9. **Done!**

How to create an

FSA ID

The FSA ID* — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov.

Step 1 – Go to https://fsaid.ed.gov/.

Step 2 – Create a username and password, and enter your e-mail address.

Step 3 – Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

Step 4 – If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

Step 5 – Review your information, and read and accept the terms and conditions.

Step 6 – Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the following websites: fafsa.gov, www.nslds.ed.gov (National Student Loan Data System (NSLDS®)), StudentLoans.gov, StudentAid.gov, and www.teach-ats.ed.gov (Agreement to Serve (ATS))

For help, visit StudentAid.gov/fsaid.

*Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

Federal **Student Aid**

How to COMPLETE

FAFSA

Step 1: Gather documents

To complete the FAFSA, students will need:

- A Social Security number
- An Alien Registration number (For non-U.S. citizens)
- Federal income tax returns, W-2s, and other records of money earned (Thanks to the newly-updated IRS data retrieval tool, applicants may be able to automatically transfer their tax return information instead.)
- Bank statements and records of any investments
- Records of any untaxed income

Step 2: Student AND Parent Create a Federal Student Aid ID

See the other side of this paper for instructions!

Step 3: Log in to fafsa.ed.gov

Go to fafsa.ed.gov and click "Log In". Use your FSA ID information to log in.

Step 4: Start the FAFSA for the desired year

Students attending college FALL 2020, will file "2020 - 2021 FAFSA" using their **2018** tax info.

Step 4: Follow the instructions carefully

The FAFSA itself is broken into seven sections: student demographics, school selection, dependency status, parent demographics, financial information, sign and submit, and confirmation. **Complete each of these sections carefully, making sure that the information is accurate**:

- Student demographics: The student's name, social security number, date of birth, address, email, gender, telephone number, driver's license number (if student has one), marital status, citizenship status, education history and interest in work-study.
- School selection: The name and location of the high school the student attended and the colleges they're interested in applying to.
- Dependency status: Whether the student has children or dependents and the size of their household.
- Parent demographics: Parents' marital status; parents' names, social security numbers and birthdays; parents' email address and household information, such as who lives with them. (Note: Students that are "independent" do not need to complete this section.)
- Financial information: Applicants can either use the IRS Data Retrieval Tool or input information from their W-2s manually.
- Sign and submit: Applicant's signature.
- Confirmation: Applications will get confirmation when their FAFSA has been completed.

Step 6: Submit

Once your application is processed (usually 3-5 days), you should receive a copy of your Student Aid Report, which includes your Expected Family Contribution and determines your eligibility for Pell Grants. Your Aid report will be shared with the colleges you listed on your FAFSA application.

Federal Student Aid