**UPLOADING YOUR RESUME AS A FILE IN NAVIANCE**

**UPLOAD TO NAVIANCE:** Complete the following steps to allow your counselor, teachers, and other recommender to view your Resume/document in Naviance.

1. Save your Resume to a Word document
2. Log into Naviance
3. Click on the "About Me" tab
4. > “My Stuff”
5. >"Journal"
6. >+add new entry (Click + in the top right hand corner)
7. > Type the name of your resume in the subject box (Ex: Scholarship Resume)
8. >"Share with", then check the boxes for Counselors, Teachers, Parents
9. >Browse for your document and attach it
10. >"Attach" (many students forget to click on "Attach" at this point, so don't forget to do this)
11. >"Add” Journal Entry" (another frequently forgotten step)

\*\*\* If you are uploading your Resume, you will need to inform the person from whom you are requesting the letter of recommendation that the Resume may be viewed under the Journal Tab of your student portfolio.