

PBMS Counseling Center

7th Grade Student Instructions for Naviance Family Connection for Career Key

Career Key - Take a career test to discover which personality types you are most like, identify the careers that are most promising and learn detailed information about each one.

GO TO - <http://www.sandi.net/pbmiddle> Click on “Students” Tab Click on “Naviance” Link

1. Use your PBMS information to fill in the log in information.
Username = your **PBMS User ID**
Password = your **PBMS Password**
2. Click the “careers” tab at the top of the screen and then click on “**Career Key**”.
3. Read all of the information under “**Getting Started**”.
4. Click on “**Take the Career Key Test.**”
5. Click on “**Continue**” to complete the assessment and follow the instructions to answer questions about jobs, activities, skills, and values that relate to you.
6. Read all of the information outlined in your “**Results**” section and identify your top personality types (highest score) and read the description of each type.
7. Under “**Your Career Key Results**” click on “**View Careers**” for your top personality types (highest scores) and follow the instructions.
8. Scroll down the page and select the boxes of those careers that interest you and then click “**Save to My List**” at the bottom of the page.
9. Repeat steps 7-8 for your other 2 or 3 top personality types (highest scores) and save your selected career choices.
10. On the left side under “**Explore Careers**” click on “**Favorite Careers and Clusters.**”
11. Select a career that interests you and click on the tabs across the top of the page to find out more about the Job Overview, Knowledge and Skills, Tasks and Activities, and Wages that are related to your career choices.
12. Click the “**back**” arrow button on the internet browser to continue exploring other careers.
13. On the left side under “**What Are My Interests?**” click on “**Career Key.**”
14. Click on “**Learn More About the Jobs That Interest Me**” and read the information in this section.
15. Click on “**Explore Careers**” to browse different jobs by keyword, alphabet, category, or personality type.
16. On the left side under “**What Are My Interests?**” click on “**Career Key.**”
17. Click on “**High-Quality Decisions**” and read about the four basic steps.
18. Click on each step individually to get more information about making good career choices.
19. When you are finished exploring please click “**(log out)**” next to your name at the top.

** Remember that you can log onto Naviance Family Connection again and again, from home or at school! Find it on the PB Middle website:

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