Create and Manage your Summer Opportunities

MEHAR S. JOHAL |SENIOR – SOUTH BRUNSWICK HIGH SCHOOL, NEW JERSEY

Executive Summary

This new feature added in the HS Navigator website allows school counselor to create their own list from the list of more than 4000 summer programs or internship and more. They can also download their list as Excel spreadsheet to post on their school pages. It also allows to add or edit or manage any missing program which are part of your current program and not listed on HS Navigator website.

Enhancement details

There are three major menu items that are part of this new enhancements and they are highlighted below. All these were covered in details in later part of this document

1. **LOGIN/LOGUT button**. This is used to register your Userid, **Logon** and manage your summer opportunities and to **Logout** of the website.
2. **MYLIST button**. This is used to add any missing program from HS Navigator Website. Once **Added**, it can also be **Modified** or **Deleted** using this part of the menu.
3. **SEARCH Button**. This is used to **Create** your list and to **Download** Excel/CSV file.

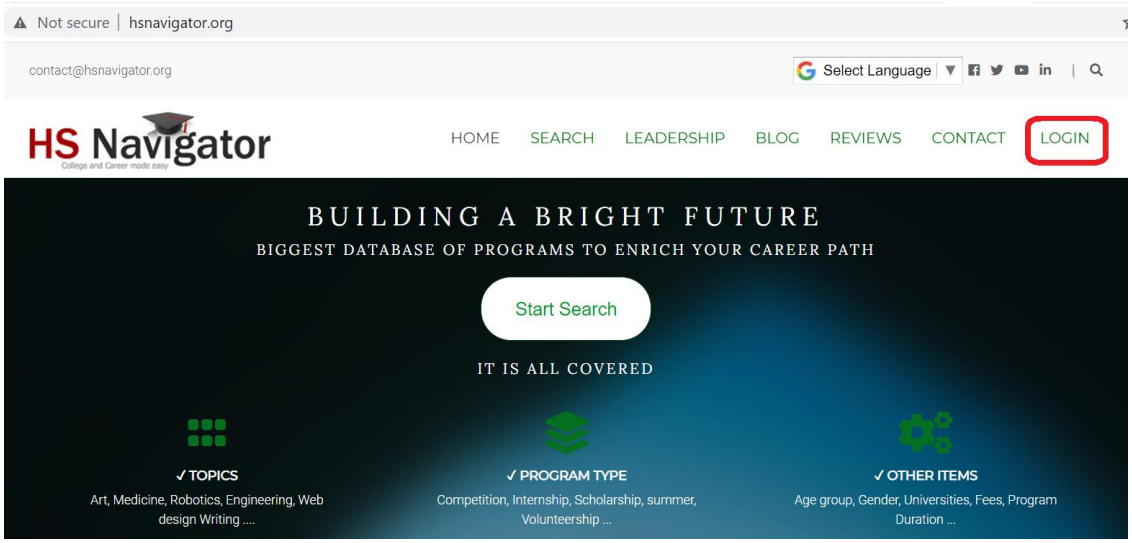
LOGIN Menu

As mentioned earlier, Login menu is used to

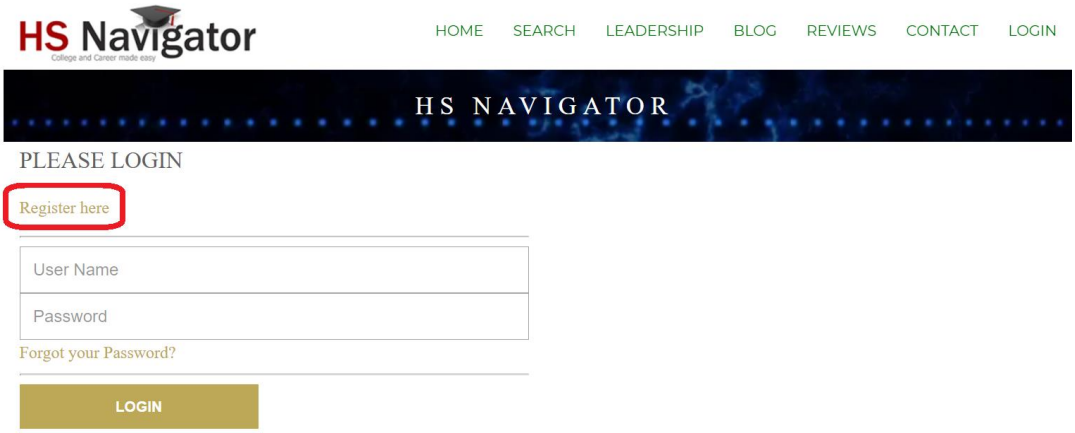
1. **Register with the HS Navigator Website**. This is only required if you want to create and manage your list for permanent use as otherwise this is not required.
2. **Login** to the HS Navigator Website to Create and Manage your summer programs.
3. **Change your Password/**

Registration to HS Navigator:

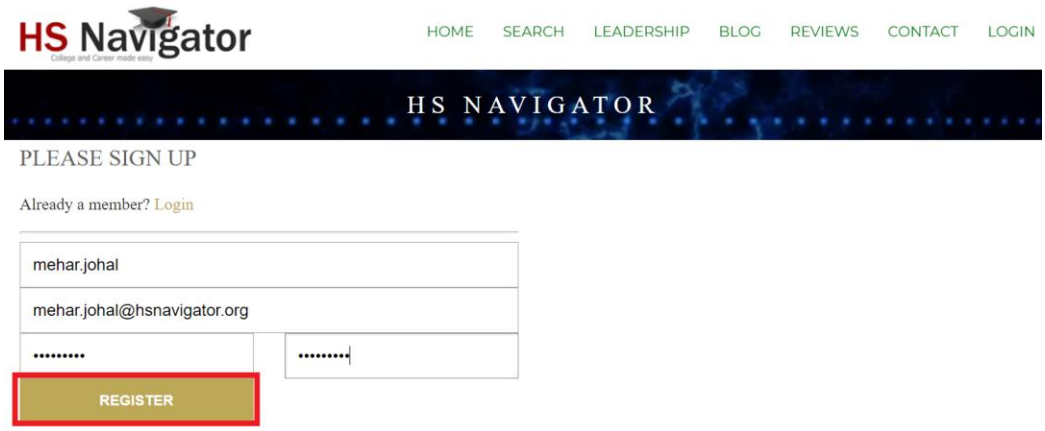
1. Login to HS Navigator Website and Click on LOGIN Menu



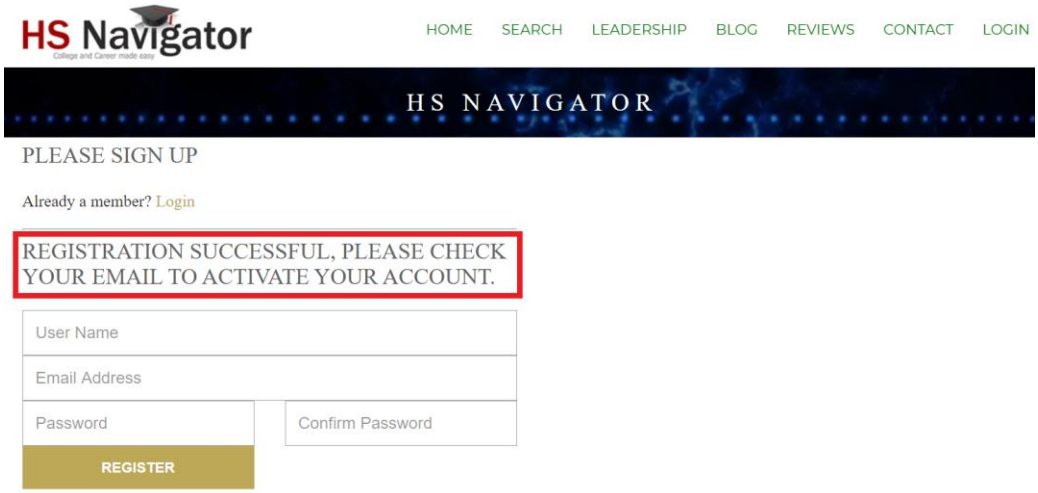
2. Register your Userid to get access to manage your listing on HS Navigator website.
    i. If you had already registered then can use this page to logon or else click on Register here to create your userid



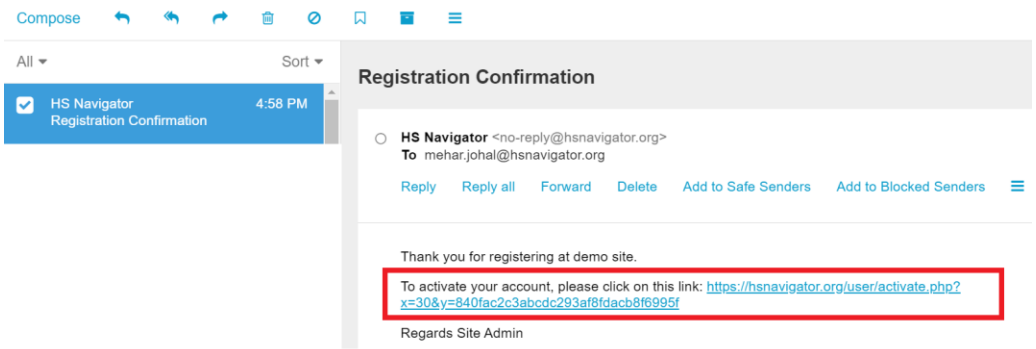
ii. Provide your Userid, Email ID and Password to generate email for verification. Click on Register to complete the registration.



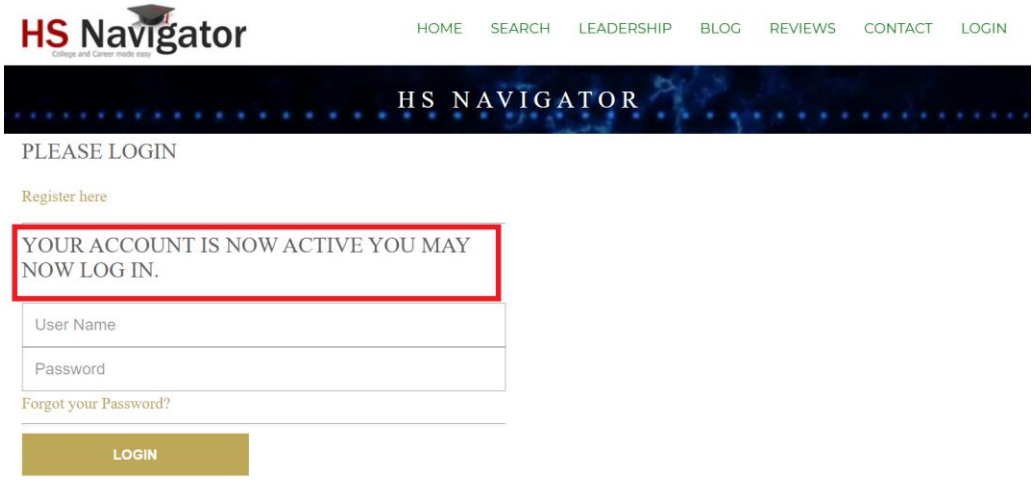
iii. You will get the screen that Registration is successful and check your email to activate your account



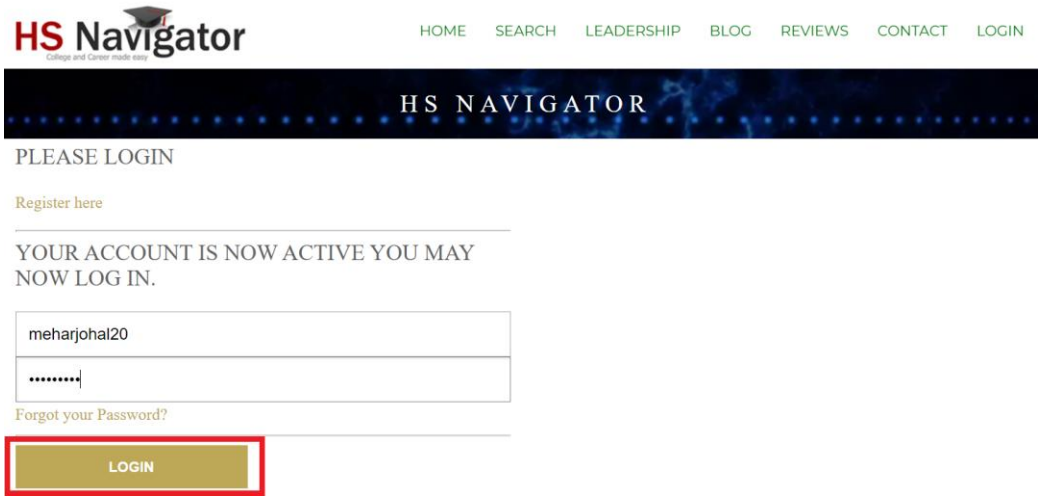
iv. Open your email and click on Activation link to Activate your userid. Click on activate link.



v. You will see the message that new account is activated and ready to be used to logon to the HS Navigator website.



vi. Logon to the HS Navigator website with your new Login. You can also click on Forgot your Password to change the password.



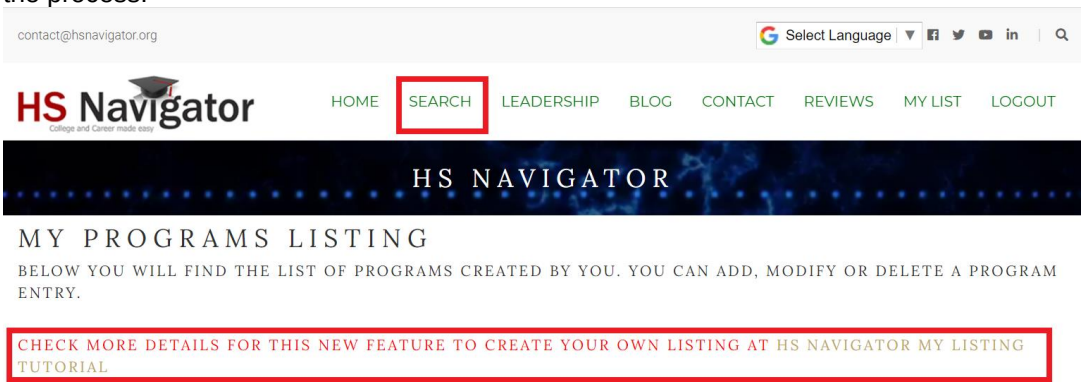
SEARCH Menu

As mentioned earlier, Search menu is used to

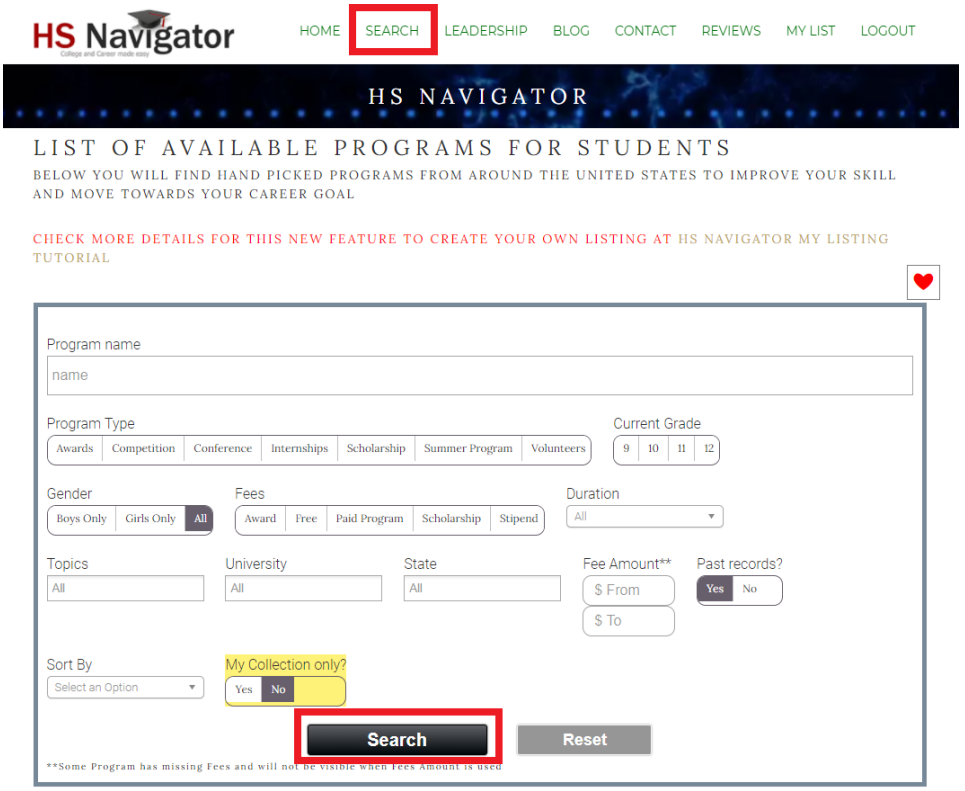
1. To **select and create your List** from available program on HS Navigator website.
2. To **download** Excel/CSV file to share or post on school website

Create your Summer Program List:

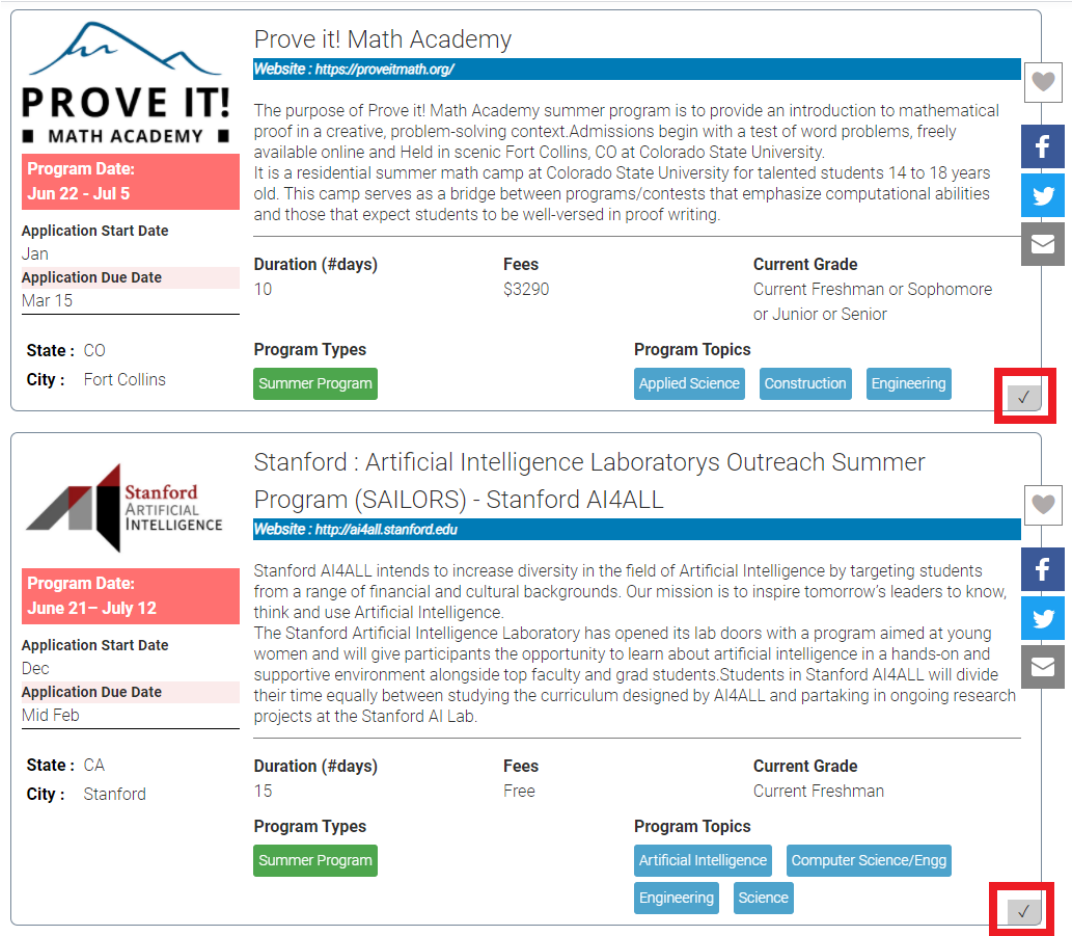
1. Once you logon to HS Navigator Website with your ID, click on **SEARCH** menu to get search page as shown below. You can also see a link in RED to provide some video navigation on the process.



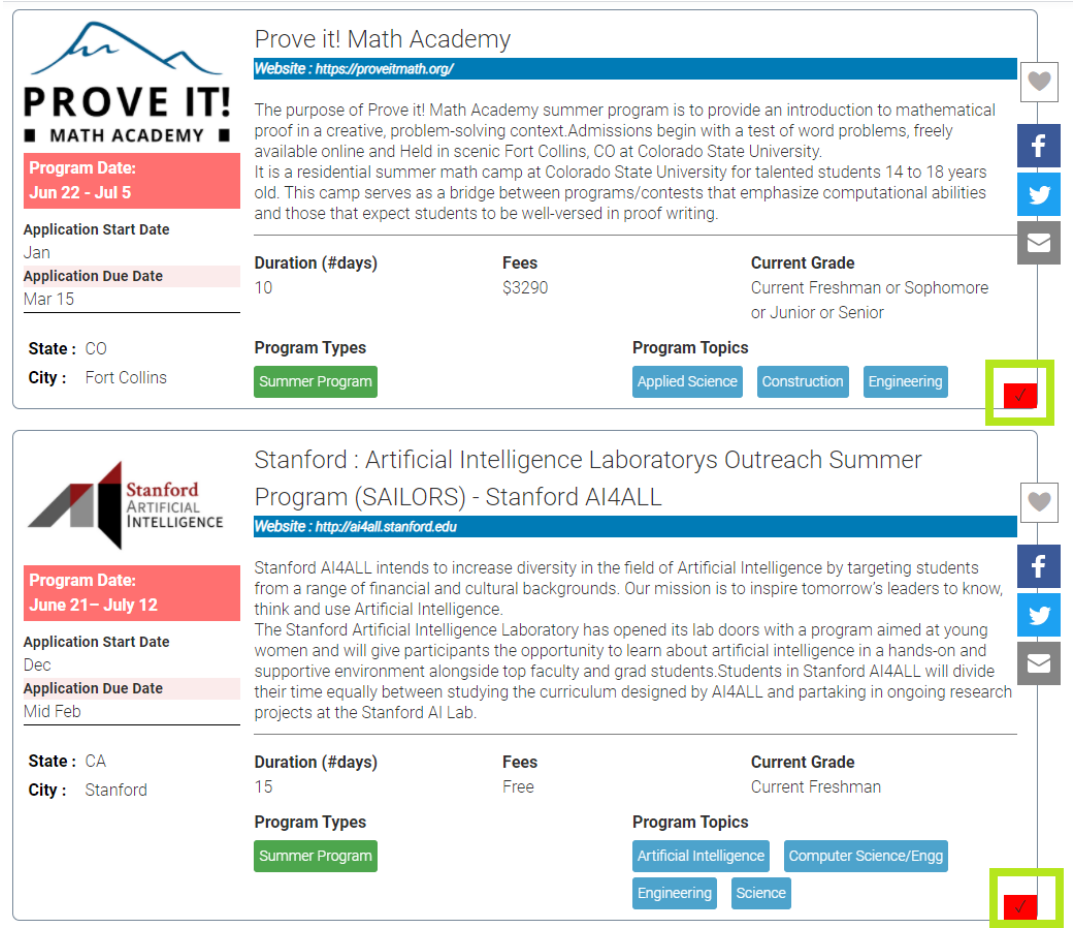
2. Select your required filters and then Click on Search button to get list of programs that meet your search criteria.



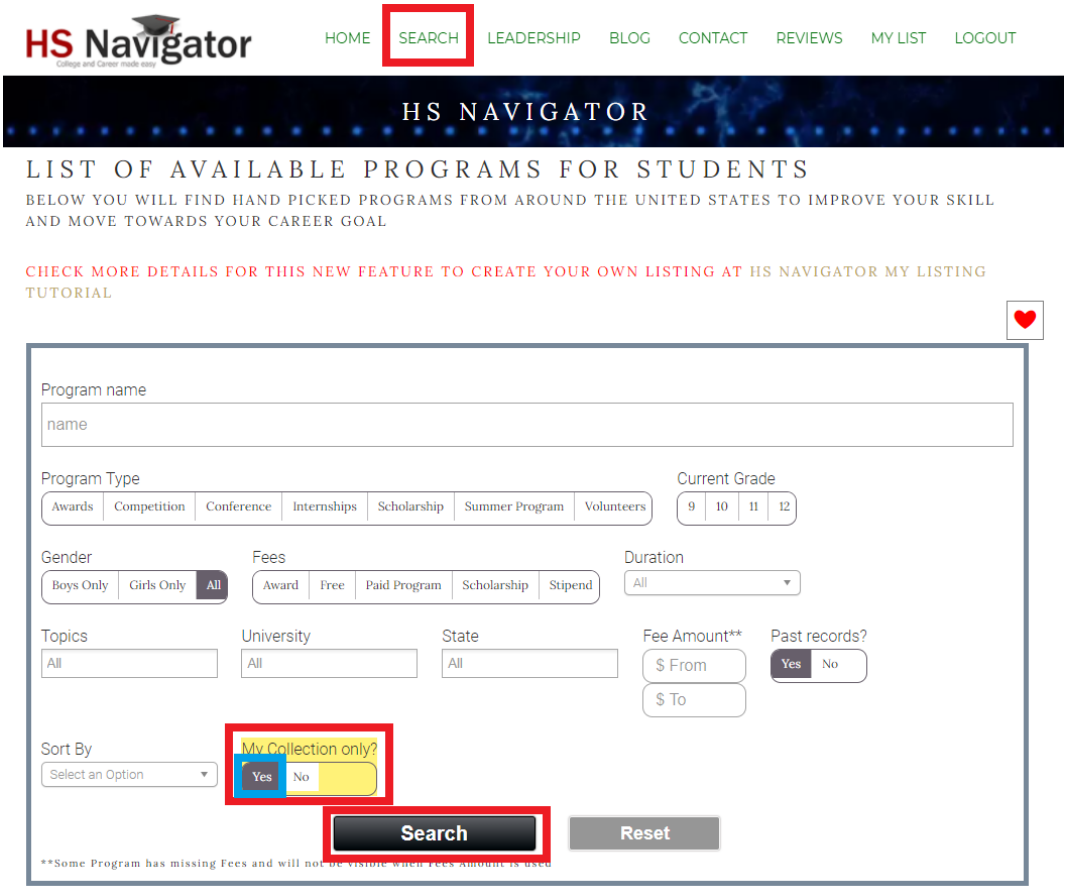
3. Now you can see there is a **RIGHT Click button** to select your program which you ant to add in your listing



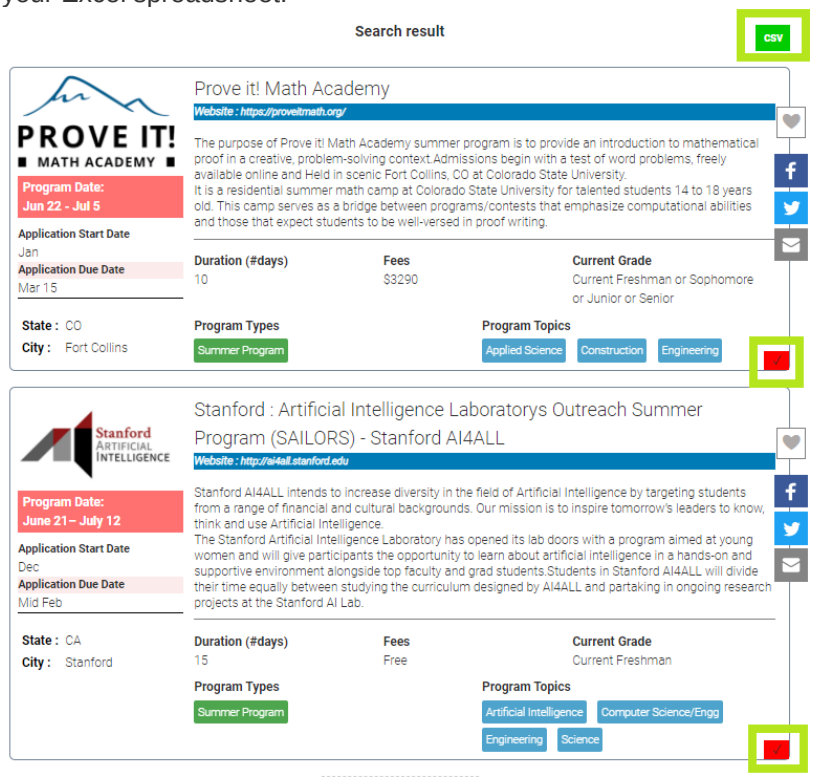
4. Once Selected they will be appeared as Red button to help you to show what program are already in your list.



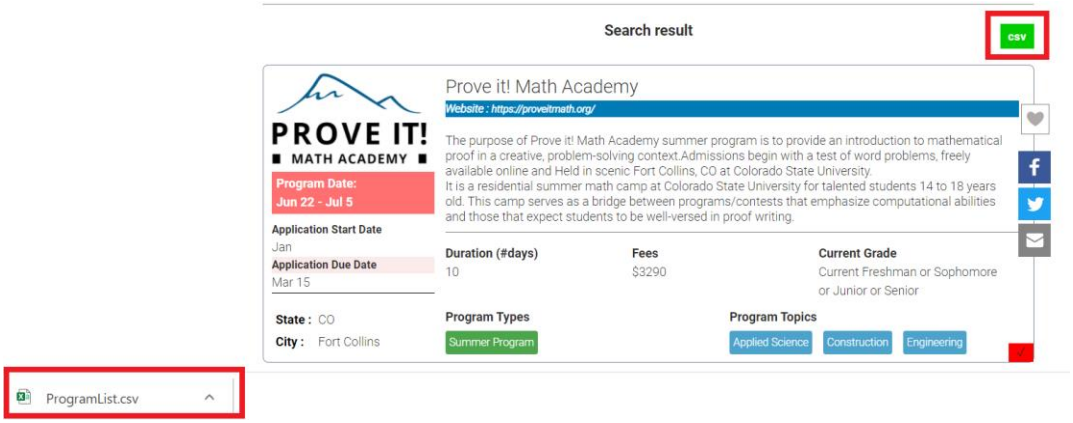
5. Once all programs are selected, you can then click on **Yes** on **MY Collection only** button and then click on **Search** button



6. It will only now display your selected List. You can also now able to see CSV icon to download your Excel spreadsheet.



7. Click on CSV icon to download the Excel Spreadsheet for your selected programs.



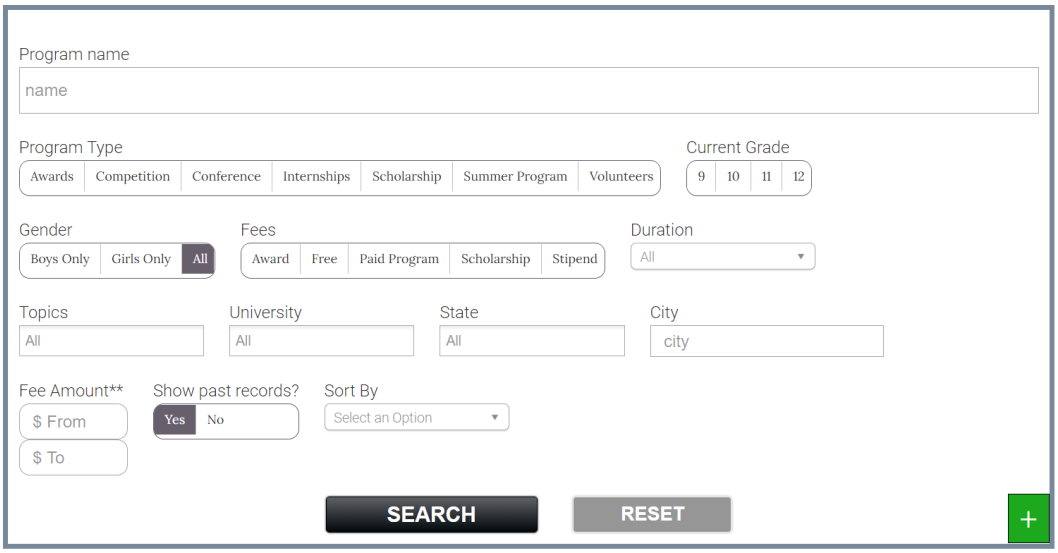
MYLIST Menu

As mentioned earlier, Mylist menu is used to

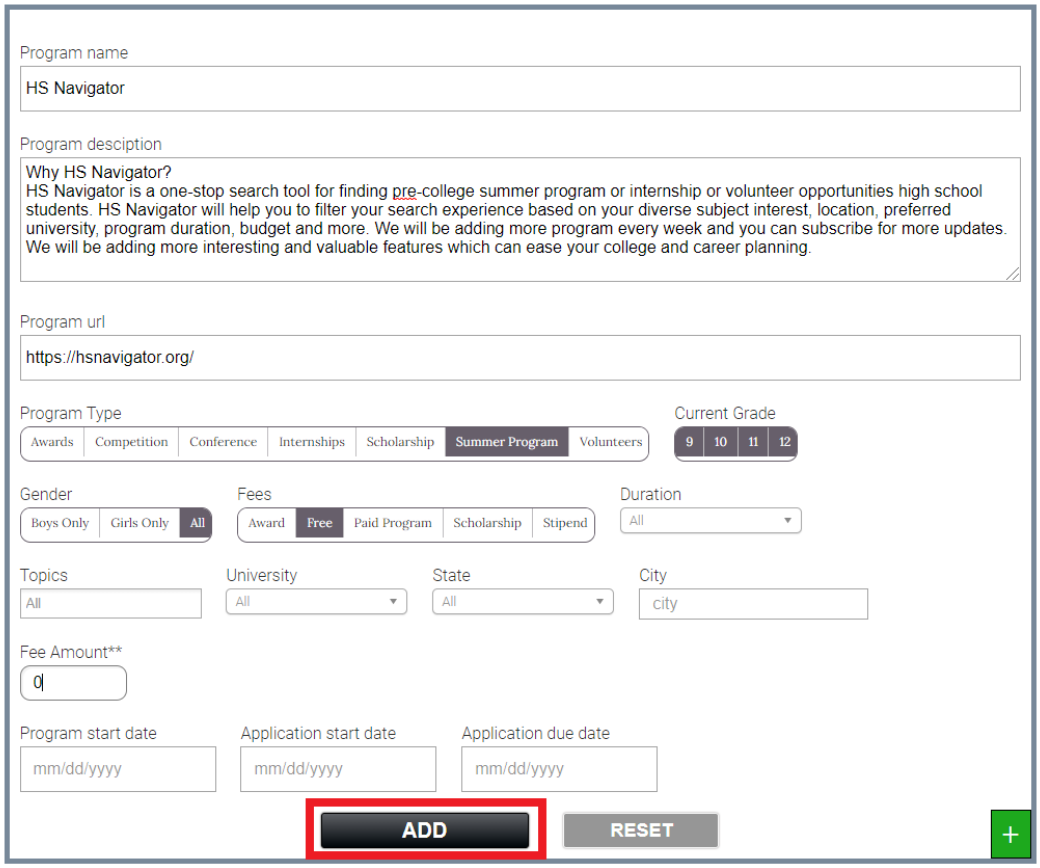
1. To **Add missing program** on HS Navigator website.
2. To **Edit or Delete** your newly added program

Add your Summer Program :

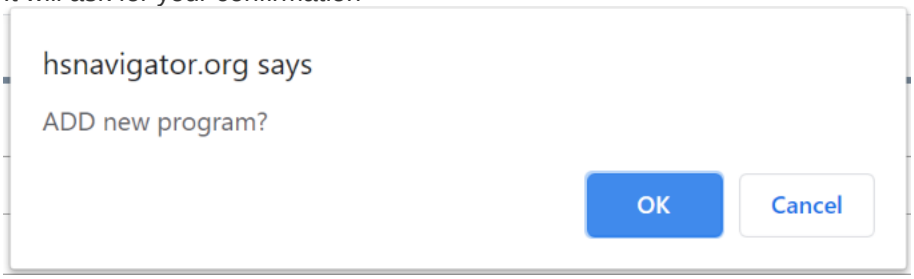
1. Once you logon to HS Navigator Website with your ID, click on **MYLIST** menu to get the following Menu. Click on ADD(+) to add new program to your list as well to the HS Navigator website. PLEASE NOTE that any newly added program will need Approval from HS Navigator Admin before the newly added program is visible on your list as well as to public.



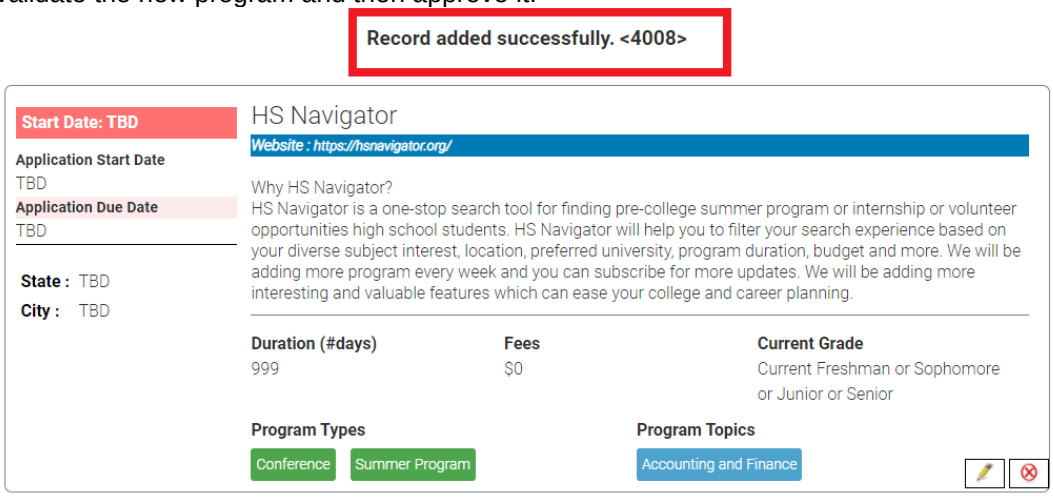
2. Add the required data for your new program and Click on ADD button



3. It will ask for your confirmation

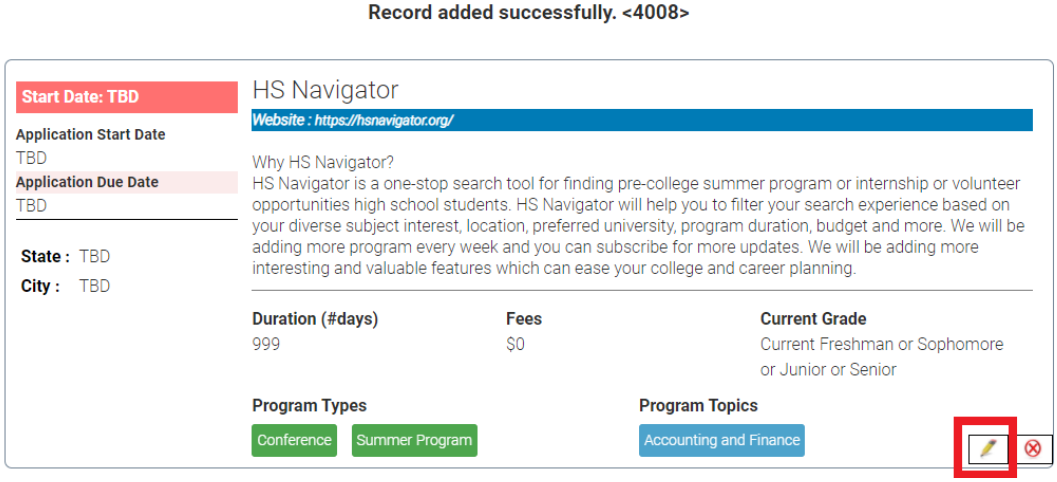


4. Your program is now added, and email will be sent immediately to HS Navigator admin to validate the new program and then approve it.

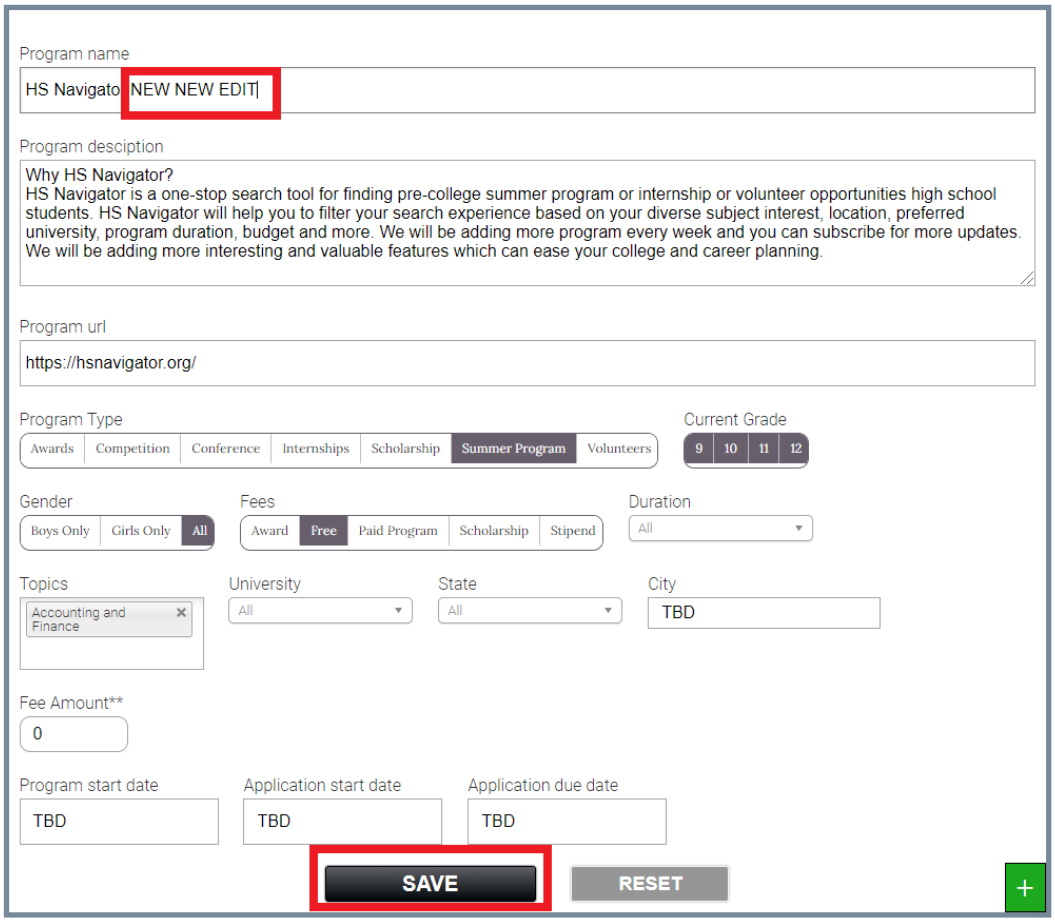


Edit your newly added Summer Program :

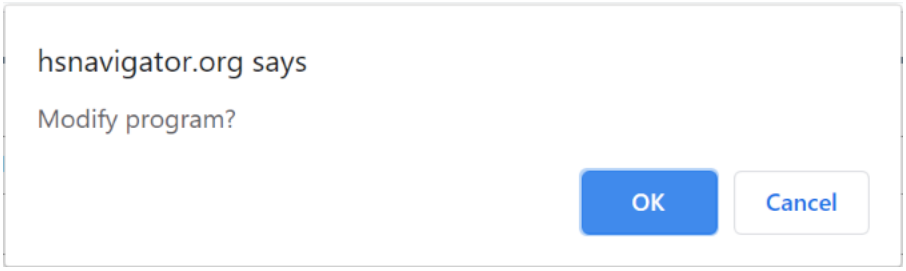
1. Once you added any new program as per above step in HS Navigator, click on **Pencil (Edit)** button to get the menu to modify the listing. Click Modify to save the changes



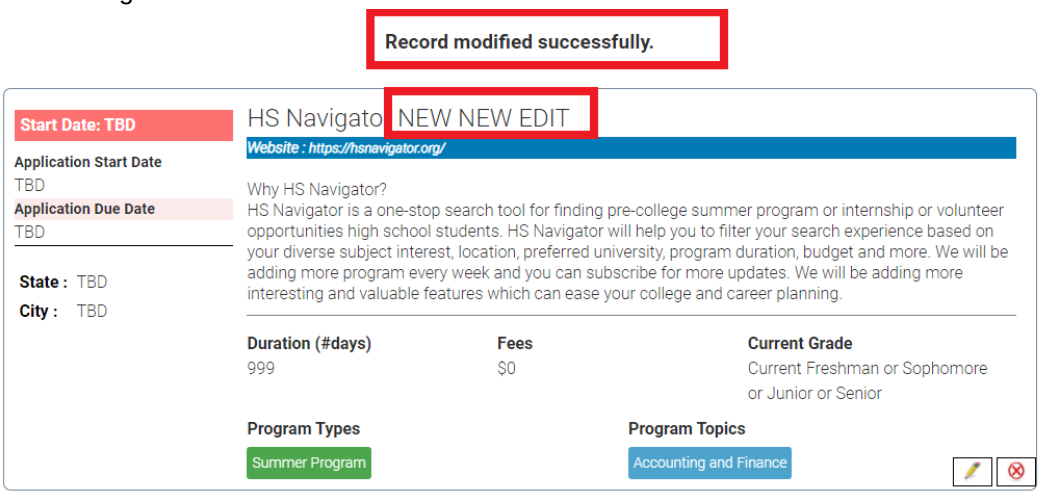
2. Make the necessary change and below is an example of change and then click on Modify to save the changes



3. Click OK on the confirmation pop-up menu

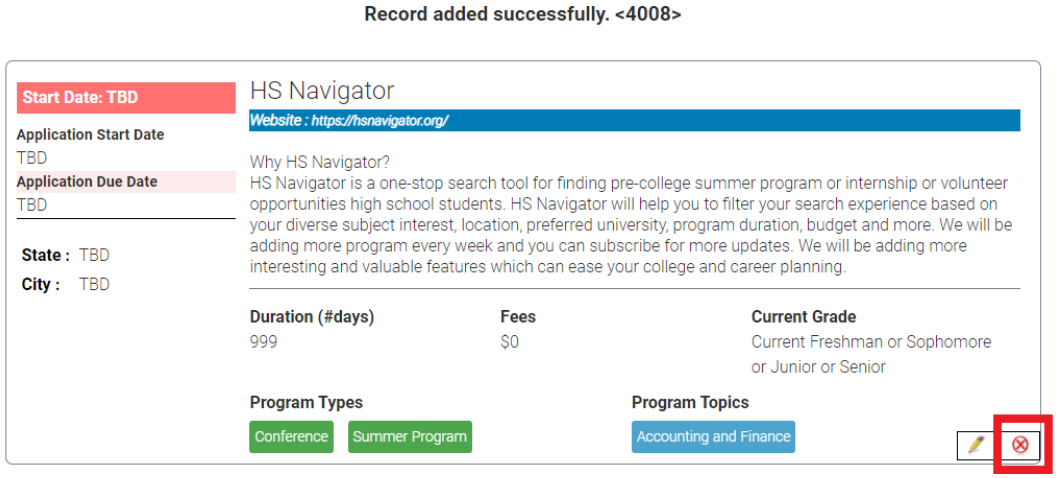


4. Your change is saved as shown below

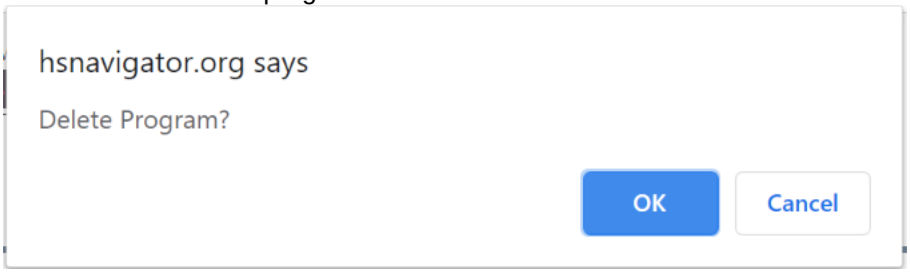


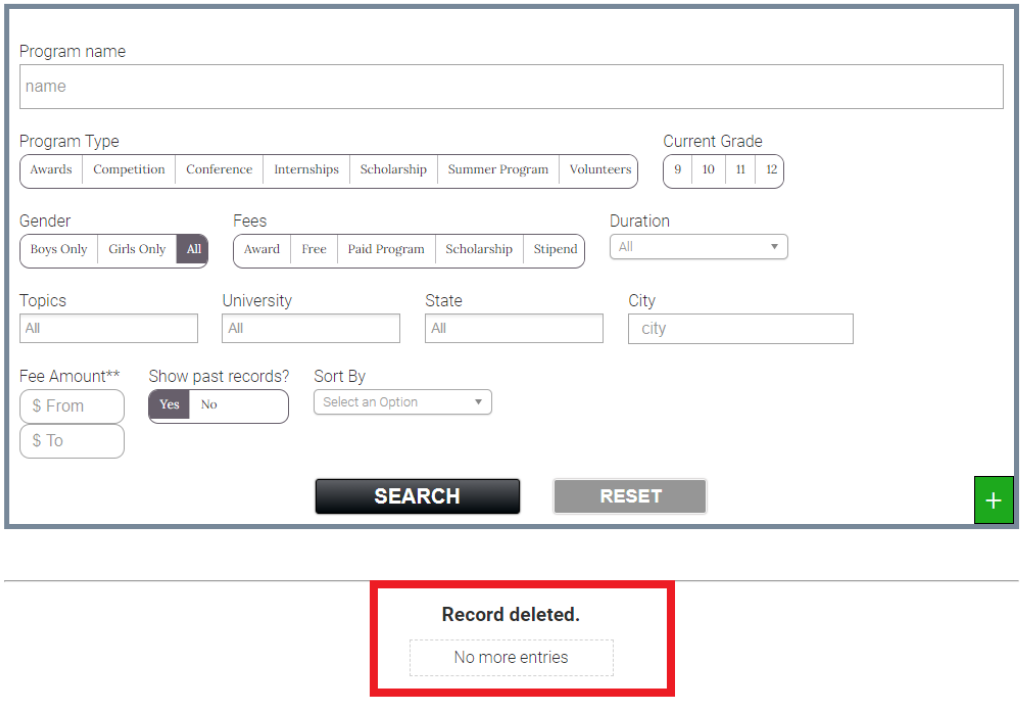
Delete your added Summer Program :

1. Once you added any new program as per above step in HS Navigator, click on **Cross (Delete)** button to get the confirmation pop-up menu to confirm the deletion



2. Click Ok to delete the program.



3. Your program is deleted. Please note that this program is delete from your list, but it can still be seen on the website for all other public if this is already approved by admin.

CHECK MORE DETAILS FOR THIS NEW FEATURE TO CREATE YOUR OWN LISTING AT HS NAVIGATOR MY LISTING TUTORIAL