



## Student Guide

1. **New Users** – Your registration must be made using NetID Account (Toro) and password
  - To retrieve your NetID Account, visit [accounts.azwestern.edu](http://accounts.azwestern.edu)
  - **Registration:** Click on the “Click here to Register!” link and follow the directions on that page
    - Complete all sections and click on the Register button. Required (\*) fields are marked with an asterisk
    - Click on the Submit Profile button

### 2. Existing Users: Log into system using your Username and Password

#### Existing Users Update Your Profile

- Put your cursor over My Account and select My Profile
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information
- Each section will have an [Edit] link. Click on this link to edit fields within the section
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (\*)

### 3. Upload your documents - *When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system*

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

### 4. Searching for Jobs and Internships

- Put your cursor over Jobs and select Job Search
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs
- Click on the Job ID to see the specifics of the position and how to apply
- You can save your search and choose to be emailed about new jobs by clicking on Save Search

## 5. Searching for Career Events

- Click on the Career Events menu
- You will see a list of all current Career Events
- To view details, employers registered and/or RSVP, click on the Career Event's name

## 6. Viewing Your Activity

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view:
  - *Referrals* – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume
  - *Placements* – These are current job placements and details of those
  - *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section
  - *RSVPs* - These are the Career Events that you are currently RSVPed for