



# BCC STUDENT USER GUIDE

## HOW DO I ACCESS BCC?

- Head to the Amica Center website: <http://career.bryant.edu/>
- Click the **"BCC Login"** tab
- Click the **"Student/Alum"** log-in button

## HOW DO I LOG IN?

### New Users:

- Enter your username, which is your 9-digit student ID (i.e. 000123456)
- Enter your password, which is your 8-digit birthdate (i.e. 00/00/0000)

*It is strongly recommend that you change your password to something more secure. To make this change:*

- Scroll over to **"My Account,"** then **"My Profile"**
- Click **"Change Password"**
- Enter and confirm your new password
- Click **"Save"**

### Existing Users:

- Log into system using your username and password

## HOW DO I REVIEW / UPDATE MY PROFILE?

- Scroll over to **"My Account,"** then **"My Profile"**
- You will see sections containing Personal Information, Demographic Information, Skills, Additional Information, and Miscellaneous Information
- Each section will have an **"Edit"** link. Click the **"Edit"** link in the specific section you want to edit, or click the **"Edit Profile"** link at the top of the page to review/edit all sections. Required fields are marked with an asterisk (\*)
- Once complete, click **"Save"**

**IMPORTANT:** Your profile should be as complete as possible! *You cannot access the system without a complete profile!*

## HOW DO I UPLOAD A DOCUMENT?

- Scroll over to **"My Account,"** then **"My Documents"**
- Scroll down to the appropriate document category and click **"Add"**
- Click the **"Browse"** button to select your file for upload

- Select the correct document. Provide the document with a name
- Click the “Save” button

**NOTE:** You may upload more than one document per category, but one must be selected as the ‘default’ document. When applying to positions, make sure you select the correct document(s).

#### **HOW DO I SCHEDULE AN APPOINTMENT WITH A CAREER COACH?**

- Scroll over to the left-hand navigation bar and select “**Make Appointment**” under “**I want to..**”
- Under “**Type,**” select the appropriate appointment type (*see below details regarding appointment types*)
- Under “**Filter by Date Range,**” select the desired date range
- You may enter details around the reason for your visit (optional)
- Click the “**Search**” button
- All available appointments that match your search criteria will populate – select your preferred date/time
- Your appointment has been scheduled. You will receive an automatic email confirmation, as well an appointment reminder one day prior to your scheduled appointment

#### **WHAT APPOINTMENT TYPE SHOULD I SELECT?**

- **General Career Coaching Appointment:** covers various topics, including selecting a major, concentration, or minor, exploring career options, searching for jobs and internships, interview and networking tips, graduate school advising, and more. *All class years and majors are eligible.*
- **Career Assessment / Skills Scan Appointment:** select this option if you’d like to meet with a career coach to discuss career assessment results or take the Skills Scan assessment.
- **Internship / Post-graduate Search Strategies:** covers the Recruiting Program, including how to utilize BCC for the internship & post-graduate search, interview tips, salary negotiation, and more. *Juniors, seniors and graduate students are eligible.*
- **Mock Interview:** select this option if you’d like to schedule a mock interview with a career coach to practice your interview skills. *All class years and majors are eligible.*

#### **WHERE CAN I VIEW DETAILS FOR A SCHEDULED APPOINTMENT?**

- Scroll over to the left-hand navigation bar and click on the “**Calendar**” link
- All of the career events and appointments scheduled will display in the calendar
- Locate the date of your appointment, and direct your attention to the right-hand side of the screen. The details for your appointment will be displayed

#### **HOW DO I CANCEL AN APPOINTMENT?**

- Scroll over to the left-hand navigation bar and select “**View My Activity**” under “**I want to..**”
- Click the “**Appointments**” tab
- A list of your scheduled appointments will populate
- Locate the appointment you’d like to cancel and click on the “**Cancel**” link to the right
- Enter a cancellation message and select the “**Cancel Appointment**” button

**IMPORTANT:** You are only allowed to cancel an appointment through BCC up to **24 hours prior to the scheduled appointment**. Cancellations outside this window will need to be requested by visiting or calling the Amica Center.

#### **HOW DO I SEARCH FOR A JOB OR INTERNSHIP?**

- Scroll over to **“Job and Internship Search,”** then **“Job Search”**
- All active positions will populate
- You can refine your search by keyword or position type
- To further refine your search, click on **“Advanced Search”** and enter/select the desired criteria. Click **“Search”**
- Click on the job title to review position details and application instructions

**NOTE:** Some positions will screen by specific criteria, usually major, GPA, and/or class code. If the position has set screening filters, you will only be eligible to apply if you meet these requirements. There will be a notification in red at the top of the page if you do not qualify.

#### **HOW DO I APPLY FOR A JOB OR INTERNSHIP?**

- Once you have opened the job description, you will see a button at the top of the page titled **“Submit Resume”** or **“View Linked Interview Schedule”**
- If the **“Submit Resume”** button is present, click this button, select the appropriate resume from the drop-down box, then click **“Submit Resume”**
- If the **“View Linked Interview Schedule”** button is present, click this button. You will then be directed to a page that displays information pertaining to the interview schedule, including the title(s) of the jobs attached to schedule. The position(s) you qualify for will be coded in green. To move forward with submitting your resume, click the **“Request Interview”** button, select the position you wish to apply for, then click **“Save.”** To complete the process, select the appropriate resume from the drop-down box, then click **“Submit Resume”**

#### **CAN I SAVE A JOB?**

- You can save jobs to your **“Favorites”** by clicking on the **“Add to Favorites”** button in the job profile. The **“Add to Favorites”** button can also be found on the search results page next to each position
- To access your saved jobs, click on the **“My Favorites”** link within the left navigation bar

#### **CAN I SAVE A SEARCH?**

- You can save a search by clicking the **“Save Search”** link on the search results page
- Enter a name for your search in the box that appears, then click **“Save”**
- All saved searches can be accessed within the left navigation bar by clicking on the **“Saved Searches”** link

#### **HOW DO I SET UP JOB AGENTS?**

- You can set up automatic email alerts when new jobs that match your search criteria are posted
- To create a job agent, perform your specified job search. Once complete, click the **“Email me new Jobs”** link
- Name your Job Agent, then click **“Save”**
- To access your Job Agent(s), click the **“View my Activity”** link on the left navigation bar
- Click on the **“Job Agent”** tab

- All job agents you have enabled or disabled will be displayed. To disable a Job Agent, click on the **“Remove”** link under the **“Action”** tab

#### **IF I AM SELECTED TO INTERVIEW, HOW DO I SIGN UP FOR A TIMESLOT / DECLINE THE INTERVIEW REQUEST?**

- You will receive an email notification from our office regarding your interview status. The email will instruct you to **log into BCC to sign up for the interview or decline the request**
- Once you log in, there will be an alert in your Task List, located on the homepage, indicating that you need to sign up for a time slot
- Click the **“Sign Up”** link
- If you’d like to decline the interview request, click **“Decline Interview”**
- If you’d like to sign up for a timeslot, click the **“Sign Up”** link in the desired timeslot

**RECRUITING PROGRAM POLICY REMINDER:** You must proactively sign up to the interview schedule or decline the interview request **no later than 48 hours prior to your scheduled interview.** Failure to adhere to this deadline will put you in violation of the Recruiting Program. Please review the **Recruiting Program Guide**, located in the Resource Library, for specific details.

#### **HOW DO I CHANGE MY TIMESLOT / REMOVE MYSELF FROM THE INTERVIEW SCHEDULE?**

- Click on the **“View My Activity”** link within the left navigation bar
- Click on the **“Schedules”** tab
- Click the **“Schedule ID”** number
- Click on the appropriate **“Interview Date”**
- To change your timeslot, locate the timeslot you have signed up for and click **“Switch Time.”** Locate the new timeslot you prefer and click **“Select New Timeslot”**
- To remove yourself from the interview schedule, locate the timeslot you have signed up for and click **“Cancel”** then **“Ok”**

**RECRUITING PROGRAM POLICY REMINDER:** You have up until **48 hours prior to your scheduled interview** to change your timeslot or cancel the interview. ***Last-minute cancellations and no-shows can result in Recruiting Program violations, which could mean suspension or permanent loss of access to your account.***

#### **THE DEADLINE FOR AN ON-CAMPUS POSITION HAS PASSED AND I HAVE NOT RECEIVED AN EMAIL NOTIFICATION REGARDING MY STATUS – WHERE CAN I CHECK THIS?**

- Click on the **“View My Activity”** link within the left navigation bar
- Click on the **“Schedules”** tab
- Click on the **“Preselect”** tab
- All of the on-campus positions you have applied to will populate – locate the desired position
- Refer to the **“Preselect Status”** column to view your current status  
**Status options:**
  - Requested = employer has not made candidate selections
  - Accepted = you have been accepted to interview
  - Alternate = you have been accepted to interview as an alternate
  - Not Accepted = you have not been selected to interview
  - Student Declined = you have declined an interview request

- If your status is listed as **“Accepted,”** you should take immediate action by either signing up for an interview slot or declining the interview. To do so, click on the corresponding **“Schedule ID”** and follow the prompts

#### **EACH ON-CAMPUS POSTING HAS AN INTERVIEW SCHEDULE TIMELINE – WHAT DO ALL OF THE DATES MEAN?**

- **Application Start Date** = applications will begin to be accepted on this date
- **Application End Date** = applications will can no longer be submitted after this date *(note: positions will expire at 11:59 pm on the expiration date listed)*
- **Preselections Due Date** = employer must provide the career center with each applicant’s interview status by this date
- **Accepted Students Sign-up Open** = accepted students can sign up to the interview schedule
- **Alternate Students Sign-up Open** = students accepted as alternates can sign up to the interview schedule
- **Sign-up Closed** = accepted students can no longer sign up to the interview schedule
- **Current Sign-up Method** = indicates whether the application period is open or closed, or if the sign-up period is open or closed

#### **HOW DO I REVIEW CAREER EVENTS?**

- Click on the **“Career Events”** tab
- A list of current career events will populate
- To view event details and/or RSVP, click on the Career Event’s name

<b>NOTE:</b> Not all events will require an RSVP
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#### **WHAT TYPES OF INFORMATION CAN I ACCESS UNDER “MY ACTIVITY?”**

- There are several activity types that you can view:
  1. **Referrals** – Records applications that you’ve submitted to an employer’s off-campus position
  2. **Placements** – Records job/internship placement details you have entered within the **“Report a Hire or Internship”** tool (details below)
  3. **Schedules** – The **“Schedules”** tab displays the following: interviews you are signed up for (under the **“Interviews”** sub-tab) and on-campus interview positions you have applied for (under the **“Pre-Select”** sub-tab). As mentioned above, your status for each position you’ve applied to will also be listed here
  4. **Event Registrations** – Records Career Events that you are currently RSVP’d for
  5. **Survey Responses** – Records BCC surveys you have completed
  6. **Appointments** – Records career coaching appointments you have scheduled / attended
  7. **Job Agent** – Records job agents you have enabled / disabled
  8. **Event Agent** – Records event agents you have enabled / disabled

#### **HOW DO I REPORT A HIRE OR INTERNSHIP?**

- If you have accepted an internship or job offer, we want to know! Share your success easily and quickly by clicking on the **“Report a Hire or Internship”** link, located within the left navigation bar

- Note instructions listed at the top of the page. If you accepted a position posted in BCC, locate the position within the “**Jobs**” or “**Schedules**” tab, then click “**Select Job**”
- Enter the information requested, then click “**Save**”
- If you accepted a position that was obtained outside of BCC, you can manually enter the position information by clicking on the “**Click Here**” link

*Best wishes for a successful search!*

**Amica Center for Career Education**

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