



STUDENT & ALUMNI USER GUIDE

NEW USERS

REGISTER

- Go to HireTulsaTechGrads.com. Click on the button.
- On the Student & Alumni Login Page, select . *If you receive an error message, "User Name not Unique," this means you are already in the system. Log in with your username/email address. If you can't remember your password, click on the Forgot Password link.
- Complete all sections. Fields with an * are required.
- The more detailed your profile, the more employers will learn about your skill-sets.
- When finished, click the button.
- At the prompt, click the button to fully activate your account and begin using the HireTulsaTechGrads system.

EXISTING USERS

LOGIN

- Go to HireTulsaTechGrads.com. Click on the button.
- Log in with your Username (email address) and Password.
- If you forget your password, click on the Forgot Password link.

UPLOAD RESUME AND OTHER DOCUMENTS

- Put cursor over on top menu bar. Select from drop-down menu.
- Click the link next to the appropriate section for document you're uploading.
- Click to find document on your computer files or flash drive.
- Select document. Enter a name for it. This is how it will appear in your HireTulsaTechGrads account, so make it professional.
- Click the button.
- You may upload several resumes to allow for ease-of-access when you're applying for jobs. However, you'll have to choose one as your default resume; this is what employers will see when they're conducting their own student/alumni candidate search.

SEARCH FOR JOBS

- Put cursor over on top menu bar. Click on in drop-down menu.
- Enter search criteria -OR- click button *without* entering any criteria to view *all* current jobs.
- Click on job title to see job description and how to apply.

CREATE A PERSONAL JOB ALERT

- Utilizing this feature, you'll be alerted by email when new jobs matching your search criteria are posted.
- Generate a job search.
- After results appear, click on the "Email me New Jobs for this Search" link.
- Enter a name for your Job Agent then click .
- Access, disable or remove your Job Agents by going to then clicking on .

EXISTING USERS, continued


CREATE A RESUME

- You can find Resume Templates and Tips in the Resource Library – or – you can use the HireTulsaTechGrads Resume Creator to build one.
- To use the HireTulsaTechGrads Resume creator:
 - On the home page of your HireTulsaTechGrads account, click on [Resume Creator] within the menu bar on the left.
- or -
 - On the home page of your HireTulsaTechGrads account, put cursor over [My Account] and select [My Documents]. From there, select [Resume Creator] within the Resume section.

SEARCH FOR JOB FAIRS, CAREER WORKSHOPS, ETC.

- Click on [Career Events] on top menu bar.
- All current career fairs, workshops, seminars, etc., are listed.
- Click on event name to view details and to register/rsvp (if required).

RESOURCE LIBRARY

- Click on [Resource Library] within left column menu.
- Click on  to expand menu items.
- List of resources include:
 - HireTulsaTechGrads – User Guide (so you'll always have digital access to this guide).
 - Resume templates & samples from Instructors.
 - Student Business Cards – Instructions for receiving your free job-search networking cards.
 - Several other job boards.
 - And much more.

VIEW YOUR ACTIVITY

- Put cursor over [My Account] and select [My Activity] in drop-down menu.
- Types of activities to view:
 - *Referrals* - Jobs for which you've submitted your resume.
- Employers who've viewed your resume.
 - *Schedules* - Interviews, information sessions, waiting lists for which you've registered.
 - *Event RSVPs* - Career Events for which you've rsvp'd.
 - *Placements* - Jobs for which you've been hired.
 - *Job Agents* - Job email alerts you've created for new job postings.
(see instructions for creating Job Agents on p.1 of this guide).

UPDATE YOUR PROFILE

- Put cursor over [My Account] on top menu bar. Click on [My Profile] in drop-down menu.
- Click on [Edit Profile] tab or [Edit] link for any section where you wish to make changes.
- The more detailed your profile, the more employers will learn about your skill-sets.
- When finished, click the button.