

## CSO System for Students and Alumni

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The [Career Services Online System \(CSO\)](#) is a career management system developed by the [UDC Office of Career Services](#) to coordinate the centralized career services offered to students/alumni, faculty/staff, and employers/recruiters.

## CSO Features

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The [Career Services Online System \(CSO\)](#) features the following services and resources:

- **Job and Internship Board** – (we post 1,000's of positions!)
- **Employer Directory** – (we have 3,000+ partners)
- **Career Events Calendar** – (we coordinate 100's of events)
- **Resume Builder and Templates** – (1,000's of resume templates)
- **Career Exploration Assessments** – (free career tests and inventories)
- **Career Informational Resources Library** – (100's of free career resources)
- **Appointment Requests for Career Counseling** – (speak with your career counselor)
- **Reporting Forms for Career Outcomes** – (tell us if you got hired!)
- And Much More...

## CSO Accounts

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The UDC Office of Career Services automatically creates a CSO account for all new students within two weeks of your first semester at the university. CSO accounts also exist for all continuing students and for alumni who graduated in 2007 and during years since. If you are unable to login to your CSO account, please visit or contact the [Office of Career Services](#).

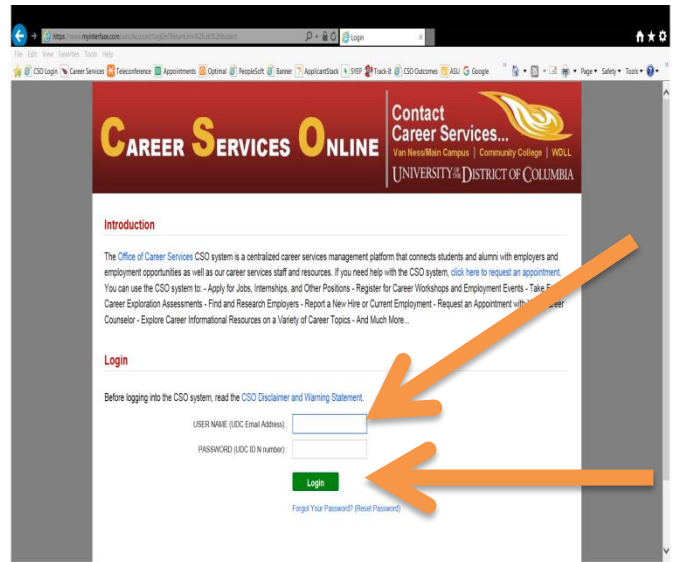
## CSO Getting Started and Logging In

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Follow these instructions for getting started and logging into your CSO system account:

- **Step 1:** Open an internet browser such as Internet Explorer or Mozilla Firefox.
- **Step 2:** Navigate to the Office of Career Services' webpage at: [www.udc.edu/careerservices](http://www.udc.edu/careerservices)
- **Step 3:** Click on any of the links under the section for Students and Alumni.
- **Step 4:** Login with your UDC Email Address and Student ID N-Number (ie: N00012345).
- **Step 5:** Need help with your CSO account? Click the CSO banner at the top of the page to contact the [Office of Career Services](#).

**{See Reverse Side for More Instructions}**



## CSO Basic Navigation

Follow these instructions for basic navigation of your CSO system account:

- Step 1:** Click and/or scroll over the navigational tabs at the top of the page to access CSO features.
- Step 2:** Click and/or scroll over the navigational panel links on the left side of the page to access other CSO features.
- Step 3:** Watch the brief 10 minute video on basic navigation to learn how to use the CSO system.
- Step 4:** Need help with your CSO account? Click the CSO banner at the top of the page to contact the [Office of Career Services](#).

