

JOBCONNECT

Tulsa Tech | Career Services Center @ Memorial Complex
3420 S. Memorial | Tulsa, OK | 918.828.5270

jobconnect@tulstatech.edu | www.tulstatech.edu/jobconnect

User's Guide - Student / Alumni / General Public

Go to www.tulstatech.edu/jobconnect, then click on the "Student/Alumni/General Public" link.

NEW USERS:

- To register, access the link above and select "Click here to Register!"
- Complete all sections then click on 'Register.' Required fields are marked with an asterisk (*).
- Click on button.

NOTE: Once you submit your profile, your account will be in pending status. An administrator will review and activate your account, at which time you'll receive an email notification that it is now active. If you do not receive your email notification within 48 hours, please contact our office at (918) 828-5270.

To Upload Resume and Other Documents:

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

NOTE: When uploading more than one resume, choose your most generic resume as your default. Your default resume is the one employers can view when accessing your profile.

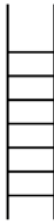
EXISTING USERS:

- Log into system (via link above) using Username (email address) and Password.
- If you forget your password, click on "Forgot Password."

To Update Profile:

- Put cursor over 'My Account' and select 'My Profile.'
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Click on the [Edit] link for any section you wish to make changes.
- Carefully review and complete all of the fields making sure to click on the button. Required fields are marked with an asterisk (*).

NOTE: The more detailed your profile, the better we may assist you and employers may find you.



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EXISTING USERS, CONTINUED:

To Upload Resume and Other Documents: See Page 1.

Search for Jobs:

- Put cursor over 'Jobs' and select 'Job Listings.'
- Fill in search criteria to narrow down your job search –OR– just click Search button without entering any criteria to view all current jobs.
- Click on the Job ID or the job title to see the employment details and how to apply.

OPTIONS AVAILABLE *AFTER* YOUR ACCOUNT IS ACTIVE:

Searching for Job Fairs & Career Events:

- Click on 'Career Events' menu.
- See list of all current Career Events, Career Fairs, Job Search Seminars, etc.
- Click on the event's name to view details, register or RSVP (not all events require RSVP).

Viewing Your Activity:

- Put your cursor over 'My Account' and select 'My Activity.'
- There are 4 types of activity that you can view:
 - *Referrals* – A list of jobs to which you've submitted your resume, employers/jobs to which our office has submitted your resume for consideration, or name of employer who has downloaded your resume.
 - *Placements* – Where you list jobs in which you've been hired.
 - *Schedules* – Interviews, information sessions, or waiting lists that you are signed up for.
 - *RSVPs* - The Career Events in which you've RSVP'd.