

Alumni Hire a Flyer Instructions *My Account Module*

Note: These instructions assume that you have already been approved and released into the system. If this is not the case, please read the "First Time / Overview" instructions located here: <http://careers.udayton.edu/instructions.asp>

1. **My Account** has three sub-menus. The first is **My Profile**. Please review your personal information. Click on the **[Edit]** link to make any changes.

NOTE: Some fields are not editable here as they are imported from the main student database and must be edited from the Registrar's web site. Click here: http://registrar.udayton.edu/requestsandforms_demographicinformationchangeform.asp to submit your demographic data changes to the Registrar. *The changes are not immediate. Contact Career Services if this delay creates a problem.*

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[Student Profile](#)

Please review your personal information. Click on the [Edit] link to make any changes.

Personal Information [\[Edit\]](#)

*First Name: testtwo
*Last Name: testtwo
*User Name: test2
*Password:

Permanent Address Line 1:
Permanent Address Line 2:
Permanent City:
Permanent State:
Permanent Zip:
Permanent Phone:
Permanent Phone 2:
Local Address Line 1:
Local Address Line 2:
Local City:
Local State:
Local Zip:
Local Phone:
Local Phone 2:
*Email:
WebSite:

2. The second option in this menu is **My Documents**. Here you can manage any resumes, cover letters, or other documents that you have stored in Hire a Flyer. To upload a new or updated document, simply click **[Upload File]**.

Document Management

My Documents

Documents you have previously uploaded are listed below.

- **Add a new document** - click on the [\[Upload File\]](#) link.
NOTE: To upload a document it must be in Microsoft Word format.
- **View an existing document (PDF)** - click on the [View](#) link.
NOTE: To view documents, you must have Adobe Acrobat Reader, available free at www.adobe.com.
- **Download a document (Word)** - click on the [Download](#) link.
- **Update a document** - click on the [Update](#) link.
NOTE: To upload a document it must be in Microsoft Word format.
- **Remove a document** - click on the [Remove](#) link.
NOTE: If you only have one document it will automatically be the Default document. The Default document may not be removed.

Employment Related Categories

Resumes - Required				[Upload File]
Default	Document	Date Submitted	Action	
Default	Resume	2/4/2005 9:34:17 AM	[View]	[Download] [Update]

3. The final option is **My Activity**. This is a history showing your activity.

In the Activity Information section you will find the activity types available. To view each type click the number next to it.

- **Referrals** - a referral is recorded each time your resume is sent to an employer or an employer views your resume directly.
- **Placements** - a placement is recorded each time you are placed in a job.
- **Schedules** - all schedule activity is recorded including sign-ups for interviews.
- **Event RSVPs** - an event rsvp is recorded for an event only if you specifically submitted an rsvp.

Activity Information

Referrals:0
Placements:0
Schedules:0
Event RSVPs:0

Referrals | Placements | Schedules | RSVPs

The following referrals have been submitted for you.

- **View referral details** - click the [View](#) link next to the desired referral.
- **Sort the list of referrals** - click on any column heading.

Referrals						
New Response	Date	Job	Job Title	Organization Name	Referral Type	Action
1						