



Student Quick Instructions

- ◆ From the Career Services website (<http://careers.udayton.edu>) click on **Student Login**.
- ◆ Use your **Novell/LDAP** username and password to login.
- ◆ Click **Submit Profile**.
- ◆ Click My Account on the top toolbar.
- ◆ Click Personal Information tab and complete the information and continue to do the same for the other tabs.
- ◆ Place cursor on My Account and the Drop Down will display the option of My Documents, click My Documents to upload Resume.
- ◆ Within 1-2 business days you will receive an e-mail. If approved, you will have full access to the Hire a Flyer Network and be able to:
 - Enter/update your profile - Under **My Account**, select **My Profile**.
 - Upload/edit your resume or other documents - Under **My Account**, select **My Documents**.
 - Search job opportunities - Under **Job Listings**, select job search choice.
 - Set up a **Job Agent** - Click **Save Search** then name the search and check the box to receive an e-mail when any new jobs matching this search are available.
 - View schedules - Under **On-Campus Interviews**, select **Qualified** or **All Schedules**.
 - View upcoming events - Select **Career Events**.
 - Search the Alumni Career Network - Select **Alumni Network Search**.
 - View referrals and placements - Under **My Account**, select **My Activity**
 - Enter your placement information - Under **Quick Links**, select **Report a Hire**.

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Career Services

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