

## Student Guide

### How to Create an Account

- Visit [www.ColoradoSPHconnect.com](http://www.ColoradoSPHconnect.com) and click on Student Login button
- On the Login page, click on [Forgot Your Password?] link
- Enter in your User Name, which the School has provided for you
- Click the “Reset Password” button
- Click the “Return to Login” button
- Go into your email account (same as your User Name) to retrieve your temporary password
- Enter your User Name and temporary password
- Enter a new password that you will remember. Click the Save button.

**Existing Users:** Visit [www.ColoradoSPHconnect.com](http://www.ColoradoSPHconnect.com) and click on Student Login button. Log into system using your Username and Password

#### Update your profile

- Put your cursor over **My Account** and select **My Profile**.
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link on the right. Click on this link OR the Edit Profile tab to edit fields within the section.
- Carefully go through each section and complete all of the fields, then click on the Save button. Required fields are marked with an asterisk (\*).
- You can now receive updates via text message! To utilize this feature, be sure to completely fill out all related text message information. Standard message rates from your carrier may apply.

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

#### Upload your documents

- Put your cursor over **My Account** and select **My Documents**.
- Click on the [Add] link next to the document you wish to upload—Resumes are required.
- Click [Choose File] link, then select your document.
- Once the document is selected, fill in the Document Name field (EX: Master Resume)
- Click the [Save] button.

NOTE: When uploading more than one document, make sure your Master Resume is your default resume. This is the document that employers can view when accessing ColoradoSPH Connect.

### Resource Library

- Click on Resource Library in the left navigation bar
- Select a Resource folder (EX: Resume resources) by clicking on the + button.
- Select your chosen resource (PDF, video, weblink)

### Build your Connections

- Put your cursor over **My Account** and select **My Connections**.
- You can choose to connect with other colleagues automatically by syncing your existing LinkedIn, Facebook, or Internships.com profiles.

### Viewing Your Activity

- Put your cursor over **My Account** and select **My Activity**. You can also select View My Activity from the left navigation bar.
  - *Referrals* – These are resume(s) that you've submitted for a posting, resume(s) that Career Services/Practice-Based Learning has submitted on your behalf, or an employer has downloaded your resume.
  - *Placements* – These are current job placements and details.
  - *Event Registrations* – These are the Events that you are currently RSVP'd for.
  - *Survey Responses* – These are the Surveys that you have completed for Career Services or Practice-Based Learning
  - *Job Agents* – These are job searches you have saved.

### **Searching the Employer Directory**

- Click on the **Employer Directory** tab
- Use general criteria (Company/Organization Name, City) to search OR click on the [Advanced Search] link for more criteria OR click on just click on the Search button (without entering any criteria) to view all active employer contacts
- Click on the Employer name to see their contact information, current postings/events, specific contacts within that Company/Organization, and how to connect via LinkedIn/Facebook.

### **Searching for Jobs, Practicum, Volunteer, & Internship opportunities**

- Put your cursor over **Jobs Search** tab and select **Job Search**.
- Use general criteria (Keyword, Position Type) to search OR click on [Advanced Search] link for more criteria OR just click the Search button (without entering any search criteria) to view all current posted opportunities
- Click on the Job ID/Title to view the specifics of the position and how to apply

### **Saving Jobs, Practicum, Volunteer, & Internship opportunities**

- You can save jobs by clicking on the Add to Favorites button in the job profile or next to the job record in the search results.
- Click on My Favorites on the left navigation bar to see your favorite jobs. A yellow star will be displayed next to jobs you have saved. A green star will appear for jobs that you have saved and have submitted your resume
- Send a posted job to another colleague by clicking on the Email a Friend button

### **Career Services and Practice-Based Learning Events:**

- Click on the **Career & PBL Events** tab.
- You will see a list of all current Events (workshops, webinars, info sessions, etc.)
- To view details and/or Register for Event, click on the Event name.

**NOTE:** Not all events accept RSVPs or allow students to search the list of employers registered.

### **Resource Library:**

- Click on Resource Library to view a variety of resources, guides, and links. This is the **ONLY** place where career and practice-based learning resources are posted for ColoradoSPH students! Some resources include:

Resume/CV's	Cover letters	Networking	LinkedIn	Interviewing
Professional writing	Salary/comp plan negotiations	County/local health agencies	Explore careers in public health	Federal depts. and agencies
Associations & centers in Public Health	State of Colorado agencies & departments	Other public health job posting sites	College & university job posting sites	Practicum & Capstone documents

### **Report a Hire**

- When you get hired, ColoradoSPH needs to know about it!
- Click on the [Report a Hire] link in the left navigation bar.
- If you were hired for a position that you applied for through ColoradoSPH Connect, select the job.
- If hired for a position that was not posted in ColoradoSPH Connect, click on the "Other" tab. Enter as much information as possible and the click Save button.

### **TheCampusCareerCoach.com**

- In addition to career advising services and the Research Library, the vendor who provides ColoradoSPH Connect has additional career information. This information is supplemental but not produced by ColoradoSPH.

