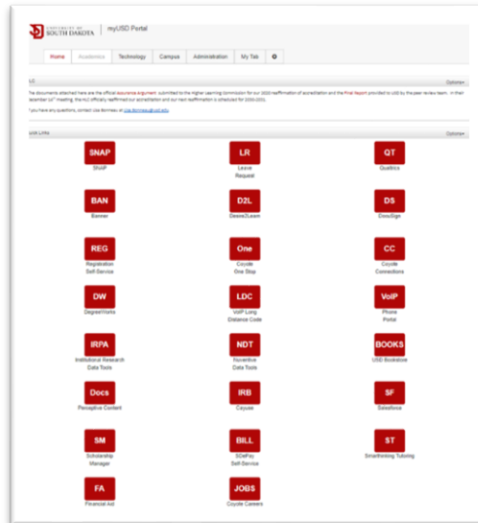


STUDENT & ALUMNI INSTRUCTIONS

ACCESSING COYOTE CAREERS

Current Students: Log into your student portal and click on the red JOBS quick link to access your Coyote Careers account.



Alumni/Faculty/Staff: Go to www.usd.edu/acpc and scroll down to **Student Resources & Opportunities**, select the **Coyote Careers** tab, then click on the **Coyote Careers** button. Select “Alumni And Others: Username” and log in using the credentials you set up when you registered for the account. If this is your first time using Coyote Careers, click “Sign Up.”

*Troubleshooting-if a current user is being asked to sign up for an account, log out of the MyUSDportal, delete websitee cache and try again.

Student Resources & Opportunities

Explore the variety of resources and opportunities available to you through the Academic & Career Planning Center.

Explore Careers & Majors
Coyote Careers
Job & Internship Search

Start your job or internship search with the university's very own career services network. In addition to full-time jobs and internships, students can also search for part-time or work-study positions offered on-campus or around the Vermillion area.

Upload your resume, apply for jobs, sign up for on-campus interviews and access thousands of company contacts across the country. This is a free service provided to all students and alumni from all academic majors of the university.

Coyote Careers



PROFILE SET UP

The first time you access Coyote Careers, you will be asked to provide some profile information. You can add additional information to your profile by clicking on the profile button to the right of Resources and selecting **Public Profile**. You can add a professional photo, personal statement, and sections on your education, experiences, organizations and activities, special projects, honors and awards, and more. This can serve as an “online” resume or profile that can be shared with employers by clicking on the **Publish** button. You can also click the **Share It** button to get a weblink to direct others to your online profile.

SEARCHING FOR JOBS

Click on **Jobs** at the top of the page. You will be able to search positions by keyword or location, or filter by position type, industry, job function, and more. The system will also suggest jobs for you.

When you click on a job title, you can view the job details as well as instructions on how to Apply.

UPLOADING DOCUMENTS

Users can upload their résumés, cover letters, and writing samples to Coyote Careers by clicking on their profile and selecting **My Documents**.

RSVP FOR EVENTS

You can view and RSVP for upcoming career events by clicking on **Events**, selecting the event you are interested in, and clicking the **Attend** button.

EMPLOYER DIRECTORY

Click **Employers** to search for and view thousands of company contacts. Find out more about the company, view contact information, and see which jobs they’ve posted and which events they are planning to attend. You can also choose to follow companies so that you will be alerted when they post a new position.

ADDITIONAL RESOURCES

Click **Resources** to view the document library which houses career articles and resources, use the Career Finder to take an interest assessment, and access the Career Explorer to research careers and industries.

Academic and Career Planning Center
Academic Commons—ID Weeks Library
605-658-3600 career@usd.edu



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