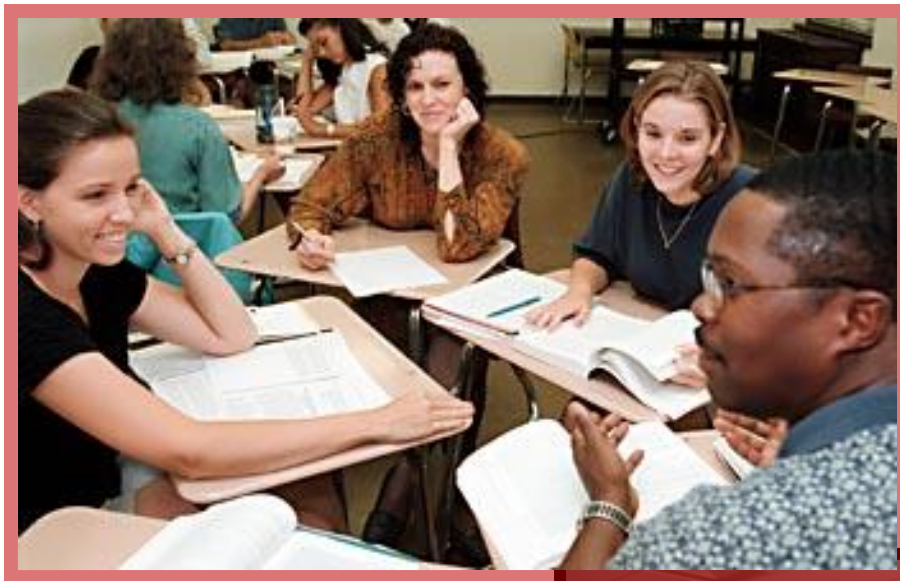


Recruit a **'Cat**

UC's On-Campus Recruiting is Easier Than Ever!

Learn How to Register as a Student and Upload a Resume



Student Registration – New User

Follow the directions below to begin the registration process.

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CAREER DEVELOPMENT CENTER
140 University Pavilion
Cincinnati, OH 45221-0104
Phone: 513-556-3471
Fax: 513-556-0650

Student Login

Welcome to the University of Cincinnati CAREER DEVELOPMENT CENTER.

- **Registered Users:** Enter your username and password below and click LOGIN.
- **New Users:** If you have NOT registered with this site before, click the **Click Here to Register** link below to create a new account.

Important:

- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

For further assistance, please contact our office at (513) 556-0313.

User Name:

Password:

Login

Click here to begin the registration process

[Click here to register!](#)

[Forgot your password?](#)

Student Registration – New User

Begin by filling in your **Personal Information** into the fields. Any field marked with an asterisk, (*) is a required field.

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Register

Please enter your personal information. All fields marked with an * are required.

Once you have completed filling out this profile click **Register**.

Personal Information	
*First Name :	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*User Name:	<input type="text"/>
*Password:	<input type="text"/>
Permanent Address Line 1:	<input type="text"/>
Permanent Address Line 2:	<input type="text"/>
Permanent City:	<input type="text"/>
Permanent State:	<input type="text"/>
Permanent Zip:	<input type="text"/>
Perm Country:	<input type="text"/>
Permanent Phone:	<input type="text"/>
Permanent Phone 2:	<input type="text"/>
Copy Above to Address Below:	<input type="checkbox"/>
*Local Address Line 1:	<input type="text"/>
Local Address Line 2:	<input type="text"/>

These are required fields.

Student Registration – New User

Be sure to fill out the **Demographics Information** section, remembering that any field marked with an asterisk, (*) is a required field.

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

Demographic Information	[Edit]
<p>Class Standing:</p> <p>* Applicant Type:</p> <p>* Graduation Month:</p> <p>* Graduation Year:</p> <p>* Overall GPA: 0.0000</p> <p>* Major GPA: 0.0000</p> <p>* Degree Seeking or Attained:</p> <p>* Majors/Minors (Add):</p> <p>* College:</p> <p>Student Organizations:</p> <p>* Job Search Status:</p> <p>* Work Authorization:</p> <p>* Ethnicity:</p> <p>* Gender:</p> <p>Veteran Status:</p> <p>* Disabled Status:</p>	

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Be sure to fill out the **Skills** section. This information can be helpful in connecting you with a position.

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This section lists your job skills and qualifications. Click on the [Edit] link to make any changes.

Skills	[Edit]

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Be sure to fill out the ***Additional Information*** section.

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This section allows you to specify a career goal, state the type of job you are seeking, and any other information you would like to provide. Please review your job search criteria. Click on the [Edit] link to make any changes.

Additional Information

[\[Edit\]](#)

Career Goal:
Job Preference:
Other Information:

Student Registration – New User

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Once you have finished filling in all your information, click on "Continue" to upload your resume.

Once you have completed all required fields click **Continue**

Continue

Click on "Continue"
to upload your resume

Student Registration – New User

To upload your resume click on “upload file”

NOTE: To upload a document it must be in either a Microsoft Word 97-2003, PDF or RTF format.

You will not be able to apply for positions posted through the system until your resume has been uploaded.

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My Documents

Employment Related Categories

Cover Letters			[Upload File]
Document	Date Submitted	Action	

Resumes - Required			[Upload File]
Default	Document	Date Submitted	Action

Unofficial Transcripts			[Upload File]
Document	Date Submitted	Action	

References			[Upload File]
Document	Date Submitted	Action	

Letters of Recommendation			[Upload File]
Document	Date Submitted	Action	

Click on
"Upload
File"

Student Registration – New User

Name the document as how you want it to appear in the system. Click on “**Browse**” to find the document on your computer and click “**Upload**.”

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NOTE: To upload a document it must be in Microsoft Word format.

Upload Document

*Document Name:

*Select File to Upload:

Click “Browse” to locate the file and then “Upload” to attach it in the system.

Student Registration – New User

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The message below will appear once your resume has been uploaded successfully.

Click on “Submit Profile” to complete your application

Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval.

By clicking the Submit Profile button, you are giving the university permission to release your information and resume to potential employers.

Submit Profile

Click “Submit Profile” to complete your application process

Student Registration – New User

Until your profile is activated by one of our On-Campus Recruiting Team Members, you can search for positions under “Job Search” but you will not be able to apply for any jobs.

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UNIVERSITY OF Cincinnati

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Home My Account Job Search Sign Out

Home

Welcome,
To navigate the system use the menu items above.

Announcements ^

[View All >](#)

The Career Development Center will host the *Diversity Career Fair and Graduate School Expo* on Wednesday, November 5, 2008, Tangeman University Center Great Hall from 12 noon to 4 p.m.

Resource Library ^