

STUDENT USER GUIDE



Your career connection at the SD School of Mines!

Access the following website: www.sdsmtcareers.com

New Users - Registration:

- Click the “[Click here to Register!](#)” link and complete all sections.
- Click
- Once you have submitted your account will be in pending status. After approval, you will receive an email notification. Contact our office at [605.394.2667](tel:605.394.2667) or careercenter@sdsmt.edu if not approved within 48 hours.

Existing Users: Log into system using your username (email address) and password.

- Update your profile – Click [My Account](#) and select [My Profile](#).
- Click the [Edit](#) link to update fields and then click [Save](#).

Upload Your Documents (résumés, letters, etc.):

- Click [My Account](#) and select [My Documents](#).
- Click the [Upload File](#) link.

Jobs Searching:

- Click [Job Search](#) and fill in the search criteria to narrow your search OR click [Search](#) to view all jobs.
- Click the [Job ID](#) to see the specifics of the position and how to apply.

Searching for Interview Schedules (after your account is activated)

Sign Up For Interviews I Qualify For:

- Click [Interview Schedules](#) and select [Sign Up For Interview I Qualify For](#).
- Click the [Schedule ID](#) to see the specifics of the position. If this is a *Preselect* schedule, you can request an interview. If this is an *Open* schedule, you can select an open interview timeslot.

View All Upcoming Interviews:

You can look at all current schedules under this section, but must go to [Qualified Schedules](#) to apply or sign-up for an interview.

- Click [Interview Schedules](#) and select [View All Upcoming Interviews](#).
- Fill in the search criteria to narrow your search OR click [Search](#) to view all current interview schedules.
- Click the [Schedule ID](#) to see the specifics of the position.

Searching for Career Events (workshops, employer information sessions, career fairs, etc.):

- Click on the [Career Events](#) menu.
- To view details, click on the event name.

Viewing Your Activity:

- Click [My Account](#) and select [My Activity](#).
- [Referrals](#) – Résumés you have submitted to an employer, résumés our office has submitted on your behalf, and employers that have downloaded your résumé.
- [Placements](#) – Current job placements and details.
- [Schedules](#) – Any interviews, information sessions, or waiting lists that you are signed up for, and any Preselection Activity still pending.
- [RSVPs](#) - Career Events for which you have signed up.