

CampusVue[®] Portal Quick Reference Guide

Student Portal Functionality

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How

To Create An Account

1. Go to the Student Portal Login page
2. Click on Create a New Account

Login

Required Field*

Please Login

Username*

Password* Password is case sensitive

[Create a New Account](#)

[Forgot your password?](#)

3. Enter Your Social Security # or Student ID Number
4. Enter your First Name and Last Name
5. Answer the Security question:

What is your place of Birth?

New Account Creation

Required Field*

Please enter the following information to create your account.

Social Security # 000-00-0000

Student ID

First Name*

Last Name*

Security Question: What is your place of Birth?*

[Back](#) [Next](#)

6. Click Next
7. Read the Email Address Verification message and Confirm or Deny (Yes / No) that the email displayed is your valid email

Email Address Verification

Email Address Verification

We found an email address on file for you:
www.mooneyfamilypower@campusnet.net Is this address still valid?

[Yes](#) [No](#)

8. Make note of your username and enter your desired password, confirming the spelling is correct
9. Click Submit

Login Information

Required Field*

Login Information

Your student record was successfully located. Please enter a username and password.

You username is:* **benjamin.brown**

Password*

Confirm Password*

[Submit](#)

10. Verify the confirmation 'Authentication Email Sent' displays on your screen

Authentication Email Sent

An email has been sent to jbennett@campusmgmt.com. Please follow the link provided in the email so we can verify your account.

[Student Portal Login](#)

11. Go to your email account referenced above to retrieve the authentication email sent to you
12. Once the email is open, click on the blue link provided to activate your account

Dear **benjamin brown**

Congratulations!!! We have processed your Student Portal registration. Please click the link below to self authenticate and obtain access to your Student Portal Environment. Thanks.

<http://www.my.iva.com/Login/Login.aspx?AuthCode=d0152c98-8ce-678848ab77>

Note: You may also cut and paste the URL in a browser

13. You may now sign into your account using your assigned username and chosen password

How To Log In

1. Go to the Student Portal Login page
2. Enter your Username
3. Enter Your Password

Login

Required Field*

Please Login

Username*

Password* Password is case sensitive

[Create a New Account](#)

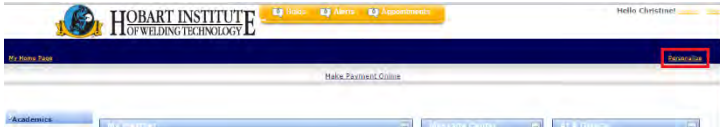
[Forgot your password?](#)

[Login](#)

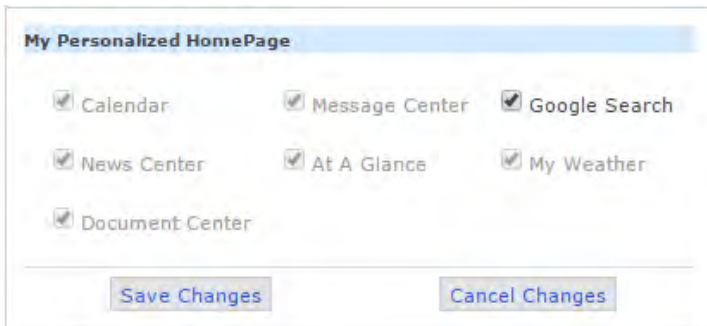
4. Click Submit

How To Personalize Your Student Homepage

1. Log on to the Student Portal
2. Click on the **Personalize** button in the upper right hand corner to open 'My Personalized Home Page'



3. Select by checking off the Web Parts you wish to display on your home page



4. Click on **Save Changes**
5. Now that the items you have selected are a part of your homepage, you can move them around.
6. Click and hold on the Web Part header row to move.
7. Drag Web Part to new location until you see the **blue line anchor**



How To Use The Message Center

Note: Message Center allows students to view alerts (short campus related messages), Holds and Appointment Information. The Message shortcuts get displayed on the home page. Clicking on the links will take you to My Message Center.

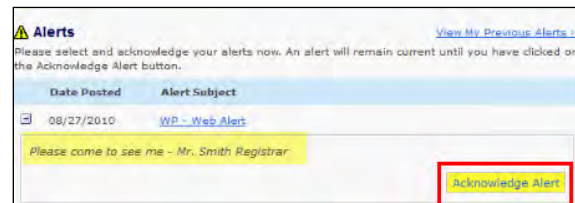


Alerts

1. Click on **Alerts & Holds** tab
2. Click on the '+' sign or click on the Alert Subject to read the Alert

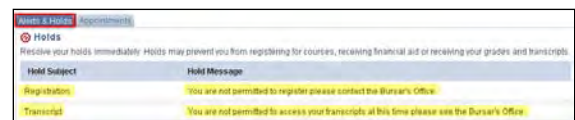


3. Click on **Acknowledge Alert** to indicate that the message was read



Holds

1. Click on **Alerts & Holds** tab



Appointments

1. Click on the **Appointments** tab to view the appointments set up by staff

Alerts & Notifications			
Appointments			
You have the following appointments scheduled. Please contact the appointment point of contact if you are unable to attend.			
Date	Time	Contact	Subject
09/27/2010	12:00 AM	CMC Staff	WP - Web Meeting
09/24/2010	9:30 AM	CMC Staff	WP - Web Meeting - Advisor
09/24/2010	12:00 AM	CMC Staff	WP - Web Meeting - Welcome!!

How To View Attendance



1. Click on the **Academics** menu bar
2. Click on the **View Attendance** link
3. Select an **Enrollment** (if needed)
4. Select **Term**

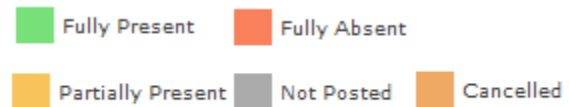
5. Select a **Week** to display the course and the days that attendance was posted.

View Attendance					
Select an enrollment and term to view your attendance					
View by Enrollment:	Pharmacy Technician				
View by Term:	2010 Fall				
Weekly Attendance - Benjamin Brown					
Weekly Attendance					
Choose Week:	Week 1: 8/16/2010 - 8/21/2010				
Published Hours: hours accounted for scheduled classes attendance.					
Course	Course Title	Course Start/End Date	Day	Date	Attendance
PHAT121-001	Career Development	8/16/10 to 12/17/10	Monday	8/16/2010	Not Posted
			Tuesday	8/17/2010	Not Posted
			Wednesday	8/18/2010	Not Posted
			Thursday	8/19/2010	Not Posted
			Friday	8/20/2010	Not Posted

6. Click **Course Code** to view attendance details for the course.

View Attendance																																																																																																												
Course Details - Career Development																																																																																																												
Start Date:	8/16/2010																																																																																																											
End Date:	12/17/2010																																																																																																											
Last Attended:	Not Available																																																																																																											
Course % Absent:	1.1%																																																																																																											
Class Attendance - Benjamin Brown																																																																																																												
Attendance Details for 8/24/2010																																																																																																												
Class 1: Not Posted																																																																																																												
<table border="1"> <thead> <tr> <th colspan="7">August 2010</th> <th colspan="7">September 2010</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td> <td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		August 2010							September 2010							S	M	T	W	T	F	S	S	M	T	W	T	F	S	28	29	30	31				28	29	30	31	1	2	3	1	2	3	4	5	6	7	8	9	10	11	12	13	8	9	10	11	12	13	14	14	15	16	17	18	19	15	16	17	18	19	20	21	20	21	22	23	24	25	22	23	24	25	26	27	28	26	27	28	29	30	31	29	30	31										
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<p> ■ Fully Present ■ Fully Absent ■ Partially Present ■ Not Posted ■ Cancelled </p>																																																																																																												

7. Use the color legend to determine if attendance has posted.



How To View My Degree Audit



1. Click on the **Academics** menu bar
2. Click on the **Degree Audit** link to open the Degree Progress Audit

Degree Progress Audit	
All courses required to complete your program are listed below. Select a column heading to sort your courses by status, letter grade and term. If you have questions regarding your degree audit, please contact your advisor.	
Reports	
Program Details	
Current Program:	Pharmacy Technician
Program Version:	CAMPUS MANAGEMENT CORPORATION
Campus:	Diploma
Degree Pursued:	1st Start 3/21/05 updated 3/07
Program Version Comments:	
Enrollment ID:	8807104802
Status:	Active
Academic Advisor:	
Enroll Date:	11/8/2007
Enrollment Exam GRA:	4.00
Start Date:	12/17/2007
Exp. Grad Date:	6/14/2008
Overall Course	

Note: You can expand and minimize sections by clicking on the '+' or '-' icons

Note: If available, under the Report section, you may open and print your **Unofficial Transcript**

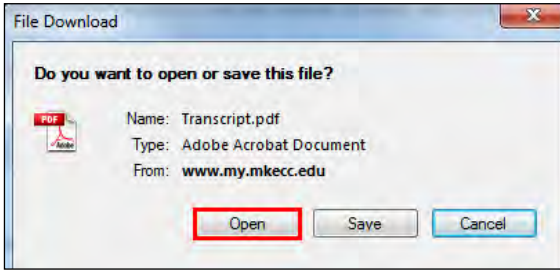
See Section: **How to View Unofficial Transcript**

How To View Unofficial Transcript with Grades

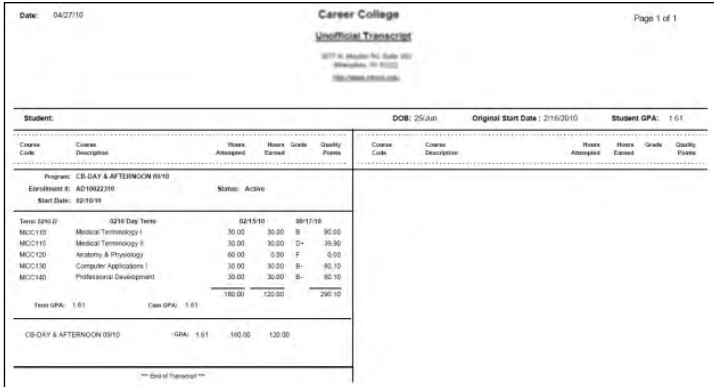
1. Click on the **Academics** menu bar
2. Click on the **Degree Audit** link
3. Go to the **Reports** Section (top of the page)
4. Click on **Unofficial Transcript**

Degree Progress Audit	
All courses required to complete your program are listed below. Select a column heading to sort your courses by status, letter grade and term. If you have questions regarding your degree audit, please contact your advisor.	
Reports	
<p>NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. Get Acrobat Reader Now.</p>	
Program Details	
Current Program:	

5. Open or save your unofficial transcript file.



6. Your unofficial transcript is viewable in pdf.



Note: The Transcript will not be available if you have no grades or you have a Transcript Hold

If there is a number in the HOLD icon at the top of the screen on your desktop click on it to obtain more details.



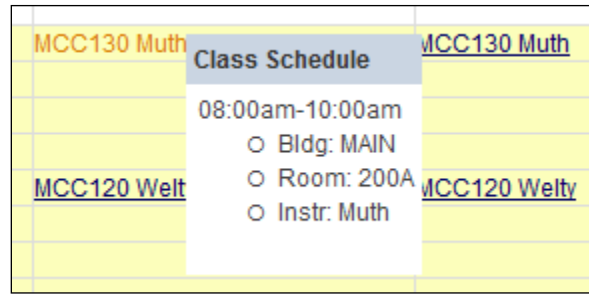
How To View Student Class Schedule



1. Click on the Academics menu bar
2. Click on the Your Class Schedule link to open your Class Schedule

Note: Within My Class Schedule there is a List or Week View. If you select a week view you must also select the specific week to view

By hovering over a chosen class with your mouse, you will be able to see meeting time, building, room and instructor for that class session

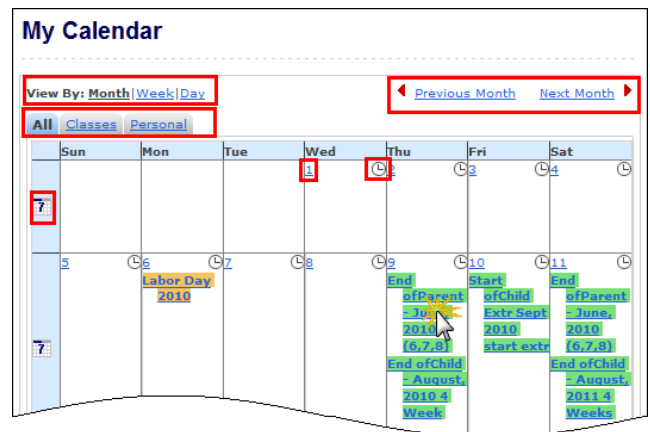


How To Use My Calendar




1. Click on the My Profile menu bar
2. Click on the My Calendar link to view your Calendar


Note: The Calendar shows your scheduled classes, as well as personally scheduled events, Holidays, and Term Start/End Dates



Some events are color coded to indicate special days.

- Term Start/End
- Holiday

To see a more detailed view of a particular week, click the  icon next to the week you wish to view. To see a detailed schedule for a particular day, click the date on the day you wish to see. To see more information regarding a particular class on your schedule, simply click on it. Only classes that meet at scheduled periods will be displayed.

To schedule a personal event, click the  icon, fill out the date, time, and description, then click the **ADD** button.

Note: Holidays denote that there is no class.

How To Change My Password



1. Click on the My Profile menu bar
2. Click on the Change Password link

3. Enter the Old (Current) password.
4. Enter the New Password.
5. Re-enter the New Password (confirm).
6. Click on Change Password



Note: If you did not see the Change of Password confirmation contact admin@welding.org

Note: Changing this password does not change any other campus related passwords

IMPORTANT: Do not share your password. HIWT is not responsible for any breaches in security. If you believe your password has been compromised report the incident to admin@welding.org. If you can, change your password immediately.

Note: For details read the Privacy Portal Policy located at the bottom of the Student Portal

How To Request Change Of My Personal Information



1. Click on the My Profile menu bar
2. Click on the My Information Link

1. Click on the Personal Tab
2. Click on the Edit button

For Edit permissions, make the needed changes and save your work

How To Add Additional Addresses (Parent, Billing, etc.)

1. Click on the My Profile menu bar
2. Click on the My Information link
3. Click on the Addresses tab

My Information

Your personal information is shown below. To edit click on the Edit Information button.

4. Click on the Add A New Address button

5. Enter the new information to submit
6. Click Submit

Note: You are also able to edit previously entered information

How To Add A Person to FERPA

1. Click on the My FERPA Tab

MY FERPA

ONLY USE THE CONSENT SECTION BELOW

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records. Due to FERPA Guidelines Student Information can only be discussed with the student. Student information includes, but is not limited to, account balances, financial aid and enrollment information.

Hobart Institute of Welding Technology Student Services Office will only give your information to people that you select. Your information will remain confidential and will only be released to you and the individual(s) that you provide us.

Select the Consent drop down and add the individuals whom you are allowing to have access to your information. You can select what information you are allowing access.

Consent

Show only Active Records
No Records Found.
[Add Person](#)

These selects are active as long as they are left on. It is your responsibility to make any changes going forward.

2. Click Consent from the Please Select drop down

Add Person

Required Field*

Address Type* CORP

Title* Please Select

First Name * Active

Last Name *

Current Address and Phone Numbers

Country * Please Select

Address *

City *

State * Please Select

Zip Code *

Home Phone *

Email

Start Date *

End Date *

Description *
example: Parent, Employer, Banking, Institution

Reason

3. Fill in required fields for each person you are allowing access.

ATTENDANCE

DISCIPLINARY

FINANCIAL AID

GRADES

HOLDS

LEAVE OF ABSENCE

SCHEDULE

STATUS

TUITION&PAYMENT

4. Select what information each person is permitted to access
5. Click Save

How To View Your Ledger Card



1. Click on the My Finances menu bar
2. Click on the Account Information link

IMPORTANT: Your ledger balance will fluctuate based on Financial Aid reimbursements and tuitions assessments

IMPORTANT: Not all students have the same permissions to see all the tabs under My Finances. Contact the Bursar's Office if you have any questions.

Account Information

9210288 Knowledge - Technology
Your balance for the selected enrollment is \$2,689.57
You have 1 payments due. See Enroll 322925 Pay Slip.
Your next payment is \$229.25. It is due on 11/04/2017.

Account Details

Date	Transaction Details	Check#/Ref	Amount	Balance
9/6/2017	Bank	DEPOSIT	1040.00	1040.00
9/10/2017	Student Reimburse	DISPOST	1242.00	1882.00
9/10/2017	HECIT Tuition Fee		330.00	1552.00
9/10/2017	Enrollment Fee		410.00	1142.00
9/13/2017	Registration Fee	AUTO-992309	353.00	789.00
9/13/2017	Technology Fee	AUTO-992309	353.00	436.00
9/13/2017	Tuition	AUTO-992309	44,894.00	45,330.00
9/20/2017	Uniforms	AUTO-992309	325.00	45,005.00
9/21/2017	Textbooks	AUTO-992309	337.00	44,668.00
9/21/2017	Institutional Materials Fee	AUTO-992309	343.00	44,325.00

Go to page: page 1 of 2

How To View Payment Arrangements

1. Click on the My Finances menu bar
2. Click on the Account Information link

- Click on the **Payment Schedule** tab to view your payment arrangements

Payment Date	Amount	Post Due	Amount	Amount
11/21/2010	\$177.47		\$177.46	\$177.46
02/01/2011	\$178.04	\$178.04	\$178.04	\$178.04
05/01/2011	\$178.61	\$178.61	\$178.61	\$178.61
08/01/2011	\$179.18	\$179.18	\$179.18	\$179.18
11/01/2011	\$179.75	\$179.75	\$179.75	\$179.75
02/01/2012	\$180.32	\$180.32	\$180.32	\$180.32
05/01/2012	\$180.89	\$180.89	\$180.89	\$180.89
08/01/2012	\$181.46	\$181.46	\$181.46	\$181.46
11/01/2012	\$182.03	\$182.03	\$182.03	\$182.03
02/01/2013	\$182.60	\$182.60	\$182.60	\$182.60
05/01/2013	\$183.17	\$183.17	\$183.17	\$183.17
08/01/2013	\$183.74	\$183.74	\$183.74	\$183.74
11/01/2013	\$184.31	\$184.31	\$184.31	\$184.31
02/01/2014	\$184.88	\$184.88	\$184.88	\$184.88
05/01/2014	\$185.45	\$185.45	\$185.45	\$185.45
08/01/2014	\$186.02	\$186.02	\$186.02	\$186.02
11/01/2014	\$186.59	\$186.59	\$186.59	\$186.59
02/01/2015	\$187.16	\$187.16	\$187.16	\$187.16

How To Make A Payment Online

- Click on the **My Finances** menu bar
- Click on **Make A Payment** tab
- Read the **Payment Disclaimer** (if required)
- Check **'I accept the above payment agreement'** checkbox
- Click on the **Continue** Button

I accept the above payment agreement

CONTINUE

- Click on **Add a Payment Method**

Make my payment from **VISA (**** * * * * -1111)**

Add a Payment Method

Card Verification # [What is this?](#)

Total past due amount: \$858.80 Next Scheduled Payment: \$858.80

Pay This Amount (Do not use commas)

- Click on **Add a New Credit Card**

+ Add a New Credit Card

Type	Number	Remove
VISA	**** * * * * -1111	Remove

- Complete all of the required fields and then click **Save**

Payment Information

Card Holder First Name: [Text]
 Card Holder Last Name: [Text]
 Card Holder Address: [Text]
 City: [Text]
 State: [Text]
 Zip: [Text]

Pay

- Return to the **'Make a Payment'** tab

- Complete the **Card Verification Number** and **Pay This Amount** fields
- Click the **Pay** button on the lower right hand corner

Make my payment from **Mastercard (**** * * * * -4444)**

Card Verification # [What is this?](#)

Total past due amount: \$858.80 Next Scheduled Payment: \$858.80

Pay This Amount (Do not use commas)

Pay

- Verify the payment amount by clicking on **Confirm Payment** button

Make my payment from **Mastercard (**** * * * * -4444)**

Card Verification #

Total past due amount: \$858.80
 Payment Amount: \$85.80

Confirm Payment

- Read the warning and click **OK**

IMPORTANT: Do not click refresh on the next Page to avoid duplicate charges on your account.

Message from webpage

Please do not click Refresh on the next page to avoid duplicate charges on your account

OK

- The transaction was accomplished successfully when the system provides you a receipt number.

Online Payment Information	
Make my payment from	Mastercard (**** * ****-4444) Add a Payment Method
Card Verification #	123
Total past due amount: \$858.80	
Payment Amount	\$50.00
Payment Receipt	09-352-0144

How To Print A Receipt

1. Click on the My Finances menu bar
2. Click on the Account Information link
3. Click the Payment on Account hyperlink to display your receipt

Account Details	Transaction Details	Check #/Ref	Amount	Balance
03/15/09	cash		(85.00)	(85.00)
03/15/09	cash		(85.00)	(170.00)
03/15/09	Payment on Account	112.00	(85.00)	(85.00)
03/15/09	Payment on Account	248.00	(85.00)	(85.00)

4. Wait for the Adobe Report Pop-up to open and follow the Adobe procedures to view the report (See last section if additional help is needed).

Date:	4/29/2010	School Name:	Milwaukee Career College	School Phone:	414-257-2939
Student Name:	Burks, Netmia	Borrower Name:	Netmia Burks		
Student ID:		Borrower SSN:			
Student Address:		Borrower Address:			
Student Phone #:	414-837-7555	Borrower Phone #:	414-616-9392		
Current Account Balance:	7,264.35				
Fund Source:	FEDSUB - Federal Subsidized Loan	Award Year:	2009-10		
Disbursement Date	Disbursement Amount	Check Number	Receipt Number		
2/4/2010	1,379.00	EFT	10-035-0045		
Comments:					

IMPORTANT: Review the 101 Troubleshooting Portal Problem section at the end of this document to obtain further details on how to work with Adobe PDF reports.

How To View Registration Bill

1. Click on the My Finances menu bar
2. Click on the Account Information link
3. Click on the Registration Bill tab
4. Select a Term to view the details
5. Select Statement Date to view historical statements in PDF format
6. To print the Student Registration Bill Summary by Term, locate and select the PDF report icon and follow the Adobe procedures to view the report.

Account Details Payment Schedule Make a Payment

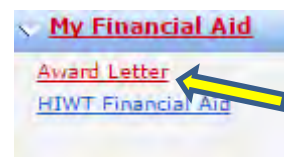
Registration Bill Summary by Term

[Student's Registration Bill](#)

Student Registration Bill Summary by Term		
Student Name	Mona Lisa	
Student ID	0531064785	
Term	**65141_P**	
Description	Amount	Date
Charges:		
Tuition (Pending)	\$1300.00	
Tuition	\$2000.00	
Tuition	\$2000.00	
Total:	\$3100.00	
Anticipated Financial Aid:		
	\$0.00	

IMPORTANT: Review the 101 Troubleshooting Portal Problem section at the end of this report to obtain further details on how to work with Adobe PDF reports.

How To View your Award Letter



1. Click on the My Financial Aid menu
2. Click on the Award Letter link to view your awards

Note: Within My Award Letter, use the link [Need Help Understanding Your Award Letter?](#) to review your Schools' FA Policies

3. Click on View to open

My Award Letter		
Need Help Understanding Your Award Letter?		
Academic Year	Description	Status
1	12/17/2007 - 6/14/2008	Complete - All Aid Approved
		View
Your Award Application for this period is complete. Please contact your Financial Aid Advisor if you have any questions or need to inform us a change in status.		

4. Your Award Letter will be displayed with each award being in the A=Approved status

Program: LAMARSON STRUCTURE & PIPE WELDING
 Dates: 4/4/2011 7:24:20AM

Consideration: We are pleased to inform you that based upon the information you provided, we have estimated your eligibility for federal student financial aid. All financial aid awards are processed through your request and you have the right to decline all or parts of the aid without affecting grants or scholarships that you have been awarded. Please note that reducing award amounts of financial aid may require you to be reappointed for any remaining federal loan interest. Some awards, if you "Financial Aid To Jobs" link, to determine how the amount of the award will change if you are awarded the financial aid office.

Your award package is based upon the expiration of full-time enrollment (in or out of the recent financial aid award), it is necessary to abide by the standards policy and return within the standards for satisfactory program as described in the Catalog. If you fail to meet these standards, your aid may be suspended until you regain eligibility. Status changes due to procedure withdrawal or nonattendance may reduce or cause loss to your currently packaged aid as mandated by the U.S. Department of Education. You are required to notify the Financial Aid Office if there is a change in your enrollment status.

Your estimated financial aid awards appear below.

Loans

Type/Number	Award Year	Disburse	Total	Status
Direct Subsidized Loan	2010-11	\$3,484.00	\$3,484.00	
Direct Loan	2010-11		\$34.00	
Direct Unsubsidized Loan	2010-11		\$9,300.00	Accepted
Direct Unsubsidized Loan	2010-11	\$1,990.00	\$1,990.00	
Direct Loan	2010-11		\$20.00	
Direct Unsubsidized Loan	2010-11		\$2,000.00	Accepted

Other

Type	Award Year	Total	Status
Student Payment	2010-11	\$10,000.00	Accepted

STUDENT CASH PAYMENT PLAN

Annual Percentage Rate	0.00%
Finance Charge	\$0.00
Amount Financed	\$10,000.00
Total Payment	\$10,000.00

Important: The ability to make changes to the Award may vary by campus. Please contact your FA advisor if you see any information that you do not agree with.

How To Conduct A Job Search



1. Click on the My Career menu
2. Click on the Job Search link to start a search

Important: Please contact the Career Development Team if there are issues.

3. Utilize the pull down arrows to select a value for each Job Search criteria (All is the default)
4. Click on the Search button to see results

Job Search

Welcome to the My Career-Job Search. From this page you will be able to search our jobs database by filling out the search criteria listed below. Should you have any questions or concerns please feel free to contact the job placement office. The information for the job placement office is located under the Contact Info. section on this page.

Online Job Search

Job Category: *All*

Job Title: *All*

Job Type: *All*

Schedule: *All*

Date Added: *All*

Job Skill 1: *

Job Skill 2: *

Job Skill 3: *

Industry: *All*

Location: *All*

Key Words: *

Results per Page: 10

Show results that match ALL criteria Show results that match ANY criteria

5. Jobs that match your search criteria will be returned
6. Click on the Job Title to view the Job Details link, which provide you job specific information

Job Search Results

1/1 Jobs Found

Date	Job Title	Apply Direct	Location
3/17/2008	Administrator - Administrator	No	-

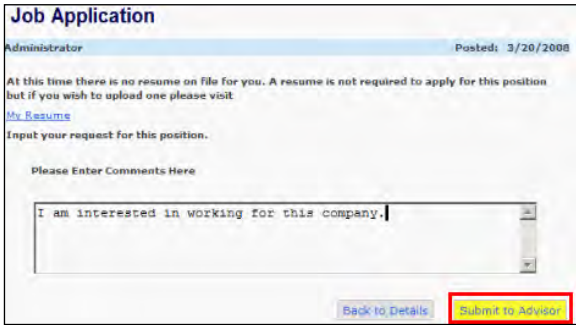
7. Review the job details

Job Details

Job Has Not Been Applied To Yet

Available 3/17/2008	Posted 3/20/2008
Administrator - Systems Administrator	
Systems Administrator -	
Category Administrative	Job ID 274609
Company Affiliated Foods	Work Days
Location -	Work Time
Positions 2	Schedule
Type Employment	Salary \$50000 - \$60000
Benefits List	Benefits Comments
Job Skills	
Contact Info CHRISTY CLEMMONS	

8. Click on the Discuss with Advisor button to contact the Career Development Team

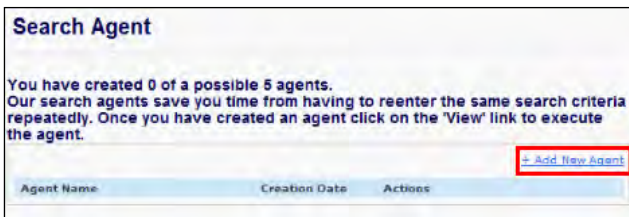


9. Enter your notes and Click on **Submit to Advisor**

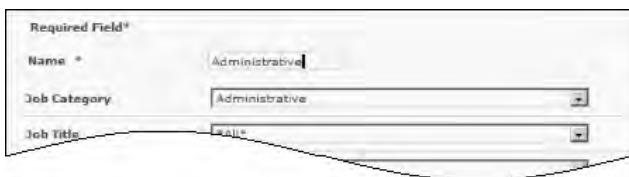
How To Set Up A Search Agent



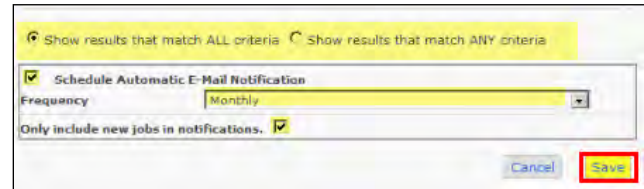
1. Click on the My Career menu
2. Click on the Search Agent link to open the Search Agent screen



3. Click on the **Add New Agent** link
4. Enter the Name of the new search template



5. Select the needed criteria
6. Create the automatic E-Mail notification event
7. Click Save

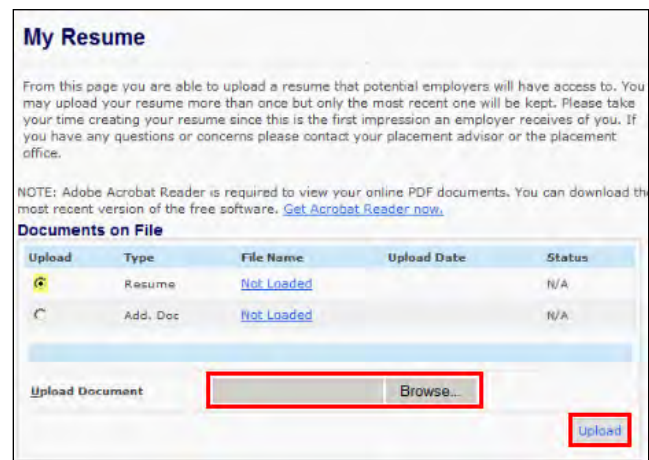


How To Upload Your Resume



1. Click on the My Career menu
2. Click on the My Resume link

3. Click the radio button for Resume
4. Click on the **Browse** button
5. Search and click on the Resume file to upload from your workstation
6. Click on the **Upload** button



How To Modify My Employment Profile

Employment Profile is a list of qualifications that you possess that may be of interest to an Employer

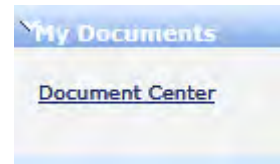


1. Click on the My Career menu
2. Click on the Employment Profile link

3. Click on each checkbox to select or deselect an option
4. Click on the Update button to save

Note: Employers will not be able to see your information if you do not 'Opt in' on this screen

How To Upload Required Documents



1. Click on the My Documents menu
2. Click on the Document Center link to open it

Note: You can only upload documents that are in the Document Due section. There are limitations to the size of documents to upload and the format. If you have any issue contact the help desk.

3. Go to the Upload Document Section
4. Click the pull down for Document Name and select a document to upload

5. Click on Browse button
6. Navigate to the desired file location, select it
7. Click on the Upload button to complete the process

Note: Once the document has been uploaded, the 'required' document will no longer be listed under Document Due section

How To Logout

1. In the upper right hand corner, click on Logout
2. Close the browser window



Note: If using a public PC you may want to consider deleting the browser's cache history