

Job Seekers Registration Guide for SHA Trak

website address:

www.myinterfase.com/bu-hospitality/student

Job Seekers Registration – New User

To get started you need to set up an account with our SHA Trak system. Click on “**Click here to Register!**” and follow the directions on the next page to begin the registration process.

Click here to begin the registration process.

Student Login

Welcome to the YOUR UNIVERSITY Career Services System.

- **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 (xxx) xxx-xxxx.

User Name:

Password:

Login

[Click here to register!](#)

[Forgot your password?](#)

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Begin by filling in your information into the fields. Any field marked with an [*] is a required field.

These are
required fields.

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:

Middle Name:

*Last Name:

*User Name:

*Password:

*Password (confirm):

*Permanent Address Line 1:

Permanent Address Line 2:

Permanent City:

Permanent State:

Permanent Zip:

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Be sure to fill out the Demographics Information section including your classification and graduation dates.

**These are
required fields.**

Please review your demographic information. All fields marked with an * are required. Ethnicity, Gender, Veteran Status and Disabled Status are optional fields.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Demographic Information

Classification:

*Applicant Type:
Co-op/Intern
Full-time/Part-time
Work-Study

Graduation Month:

Graduation Year:

Overall GPA:

Major GPA:

Hours:

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Be sure to fill out the Skills section. This is helpful information to include in your profile that your Career Services staff members can use to connect you with a position.

This section captures information that helps employers and advisors match job candidates to job postings.

To make selections, click the desired option in the Available field and click the right arrow to move it to Selected. To remove selections, click the undesired option in the Selections field and click the left arrow to move it back to Available.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Skills	
Computer Skills	
Available	Selected
Database - dBase	
Database - FoxPro	
Database - Informix	
Database - MS Access	
Database - Oracle	
Language Skills	

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Be sure to fill out the Additional information section.

Allow Employer Viewing determines if your profile and resume will be directly available to employers. Select YES to allow employers to search and view your profile. Select NO to only allow employers given specific access to view your profile.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Additional Information

Career Goal:

Job Preference:

Allow Employer Viewing:

Other Information:

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Once you have finished filling in all your information click on “Register” to submit your profile for approval.



The image shows a screenshot of a web form. At the top left, the text "Other Information:" is displayed. To its right is a large, empty text area with a vertical scrollbar on the right side. Below the text area, centered, is a grey button with the word "Register" written on it. An arrow points from a yellow callout box below to the "Register" button.

Click on Register
to submit your
profile.

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Until your profile is activated by a Career Services staff member, you can search for positions under “My Jobs” but you will not be able to apply for any jobs until your profile is complete.

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.

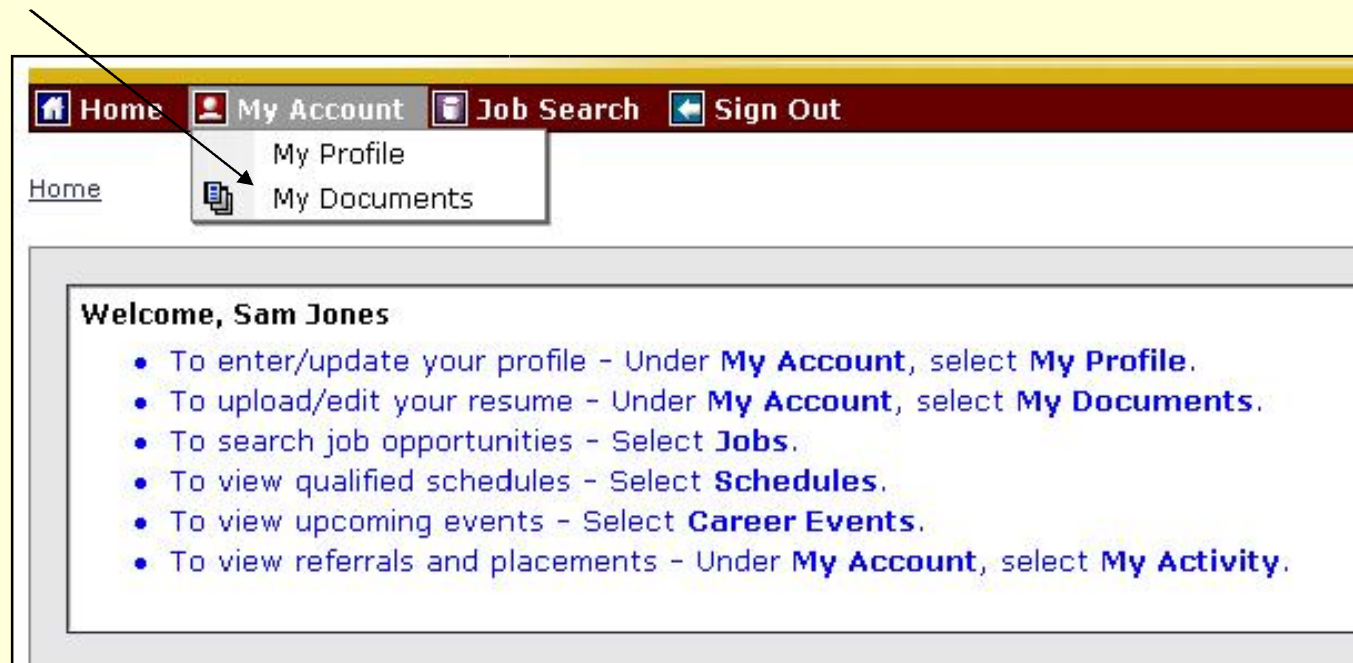
Submit Profile

Click on Submit Profile to complete the registration.

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To upload your resume into the system hover over “My Profile” and select “My Documents.”

Click on “My Documents.”



The screenshot shows a web application interface with a dark red navigation bar at the top. The navigation bar contains four items: a home icon labeled "Home", a person icon labeled "My Account", a magnifying glass icon labeled "Job Search", and a left arrow icon labeled "Sign Out". Below the navigation bar, a dropdown menu is open under "My Account", showing two options: "My Profile" and "My Documents". A black arrow points from the yellow instruction box above to the "My Documents" option. Below the navigation bar, the main content area has a light gray background. It starts with a "Home" link. Below that, a white box with a gray border contains a welcome message: "Welcome, Sam Jones". Below the welcome message is a list of five bullet points, each starting with a blue dot and followed by a blue instruction:

- To enter/update your profile - Under **My Account**, select **My Profile**.
- To upload/edit your resume - Under **My Account**, select **My Documents**.
- To search job opportunities - Select **Jobs**.
- To view qualified schedules - Select **Schedules**.
- To view upcoming events - Select **Career Events**.
- To view referrals and placements - Under **My Account**, select **My Activity**.

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Uploading a Resume

Uploading your resume will make it easy to apply for positions posted through the system.

Employment Related Categories			
Cover Letters			[Upload File]
Document	Date Submitted	Action	
Resumes			[Upload File]
Default	Document	Date Submitted	Action
References			[Upload File]
Document	Date Submitted	Action	
Letters of Recommendation			[Upload File]
Document	Date Submitted	Action	

Click "Upload File" to begin the process of attaching documents.

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Uploading a Resume

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.”

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.

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Uploading a Resume

The document is now uploaded. To view the resume click on [View]. This will open the resume in PDF. To download the document as a read only click, [Download] and to update the resume click on [Update].

Employment Related Categories			
Cover Letters			[Upload File]
Document	Date Submitted	Action	
Resumes			[Upload File]
Default	Document	Date Submitted	Action
Default	Financial Resume	4/13/2007 4:19:36 PM	[View] [Download] [Update]

Options for the uploaded resume.