Managing Your Profile TITAN jobs

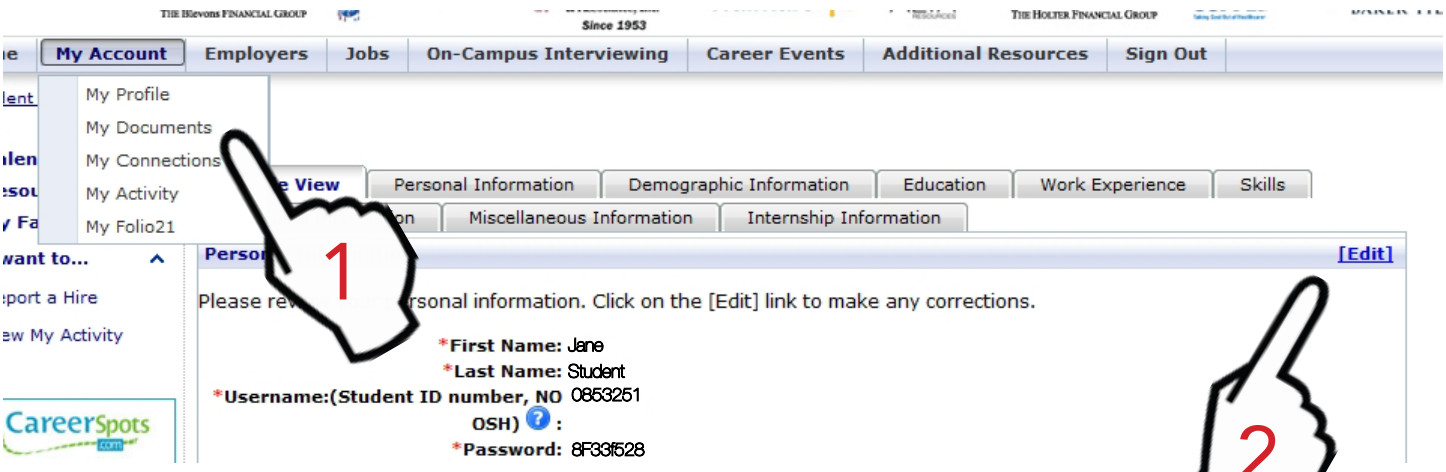
Titan Jobs is an online recruiting system and job database, Titan Jobs, serves as a one-stop-shop for students, faculty, alumni, and employers. Students and alumni can view positions, upload resumes and cover letters, create an electronic portfolio, and use a variety of other resources. Build your career network and put your best foot forward with Titan Jobs and Career Services.

Managing Your Profile

1. The first time you log into Titan Jobs you will be automatically directed through a series of screens. Enter the requested information (required fields are indicated by a red *) and click *Continue* to advance to the next section.
2. New student GPAs may remain as 0.00.
3. If you do not wish to upload your resume at this time select only *Campus/Part-time Jobs* in the *Type of Jobs Seeking* menu.
4. When you have completed all sections click *Submit*. You will receive a message indicating that your profile is complete and to allow 24 hours for final review and approval from the Career Services office. If you need immediate access to Titan Jobs during regular business hours please call Career Services, and we will do our best to expedite the processing of your account.

Update an Existing Profile

1. Select *My Profile* from the *My Account* drop-down menu.
2. Click *[Edit]* in the upper right hand corner of each section to update your information (required fields are indicated by a red *).
3. Enter your information in the appropriate fields.
4. If you do not wish to upload your resume at this time select only *Campus/Part-time Jobs* in the *Type of Jobs Seeking* menu.
5. Click the *Save* button at the bottom of each section as you complete it. Be sure to review each tab for required information.



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