

## What is CareerWEB?

CareerWEB is AUC's career management system that allows you to take full control of your career planning and job search process. It gives you access to work study, internship and career opportunities, and allows you to register in corporate information sessions and career development workshops.

To activate your account, follow the steps below:

### Log In

Please enter your username and password.

Username

(your student id)

Password

Go

Reset

Forgot Password

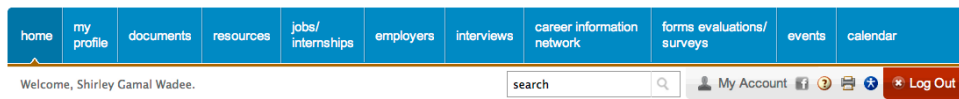


### Login

- If you are a first-time user, please note that your **Username** and **Password** is your AUC ID number. If you have any difficulties during your login time, please contact us at 2615.3821 or caps@aucegypt.edu.
- To change your password, visit **My Profile** section, click on **Edit Personal Information** and open the **Password/Preferences** tab.

### Update your Profile

- Click on **My Profile** tab on the main tool bar and complete your personal and academic information
- Make sure to include your email, mobile and phone numbers, address as well as your geographic preferences under the **Academic** section.



Congratulations! Now you have an account on CareerWEB that you can use as follows:

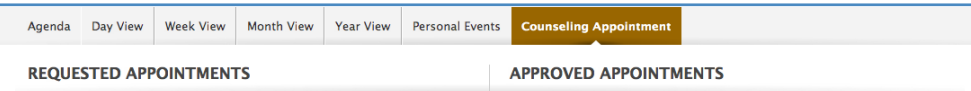
### 1. Schedule a Career Advising Appointment

#### calendar

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To process your request for advising appointment, make sure to update your email and mobile number in the profile section.



To request an advising appointment, click **Calendar** tab | **Counseling Appointment** | **Request New Appointment**.

- Choose counseling type, date range, time range, counselor(s) and check availability.
- Select one of the available slots with your chosen career advisor by clicking on the advisor's name and **Submit Request**.
- The career advisor will approve your appointment via email within two working days.

### 2. Keep up-to-date with the Calendar of Career Events

The CareerWEB calendar helps you keep track of career events, corporate information sessions, and career development workshops. You may view the calendar in day, week, month or year format. You may add your personal events by clicking on timeslots in the calendar or from the Personal Events tab.

### 3. Sign up for a Career Development Workshop, Information Session or Career Event

#### events

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Information Sessions Workshops/Sessions

The **Events** section provides you with an up-to-date list of upcoming career events, information sessions, and career development and self-assessment workshops.

To register in any information session or workshop:

- Select the session of interest and view all the available details.
- Click on the **RSVP** button to register in the selected session/workshop.

### 4. Upload Résumé or Other Documents

- Click on **Documents** tab and click on **Add New** under **Approved Documents**.
- In the **Label** field write the title of the résumé (e.g. your name, technical résumé, etc.)
- Choose the **Document Type**.
- Click on **Browse** to upload the résumé, cover letter or other documents from your computer.
- The uploaded résumé or other document will remain under the **Pending Documents** section until a career advisor reviews it and verifies it.
- The process takes 2-5 working days. If your résumé needs modification, you will be contacted by a career advisor via email.

### 5. Apply to Internships, Jobs, Work Study or Job Shadowing Opportunities

- Once your résumé is activated, login to the system and click on the **Jobs/Internships** tab.
- You will get access to all career opportunities as relevant to your qualifications.
- To view more details on a job of interest, click on the **Job Title**. If you are interested to apply for it, click on **Apply**, select your résumé, and click **Submit**.

### 6. Link to Online Career Resources

From the homepage, click on:

- Career Insider - powered by Vault
- WETFEET
- Job Choices

From the Resources tab, click on:

- Career Explorer (O\*NET)

### 7. Review Scholarships/Fellowships/Masters Program

Check announcements of interest on homepage

*Empower Your Career Planning With CareerWEB!*