

QuickStart Guide for Candidates

How to Update Your Profile

Visit your school's career services website and log in. From the dashboard, select Profile → My Profile.

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	My Profile			
	My Scorecard			
	My Resumes			1
	My Cover Letters			
	My Documents			
	Activity Calendar			
	OCR Availability			
	Resource Library			
	Mentors			
	Communication Preferences			

Click **Edit** (or the small pencil icon) next to any of the following fields you'd like to update: Account Information, Contact Information, Detailed Profile, Experiences/Skills or Career Preferences

Type or select the information you'd like to modify into the field box.

FIRST NAME *	MIDDLE NAME			
Ryan				
LAST MAME *	ADDRESS LINE 1			
Smith				
ADDRESS LINE 2	ADDRESS LINE 3	ADDRESS LINE 3		
GITY	STATE			
Columbus	Ohio			
POSTAL CODE	COUNTRY			
	Select One			
TELEPHONE #1	TELEPHONE #2			
6143976300				
MOBILE PHONE #	DO YOU WANT TO RECEIVE JOB NOTIFICATIONS VIA TEXT?*			
6143976309	No			
ADDITIONAL STUDENT EMAIL ACCOUNT	LINKEDIN PROFILE URL	LINKEEIN PROFILE URL		
ryanprattilemal.com	Mtp://www.linkedin.com/in/smith			

Click **Save** or **Cancel** if you'd like to discard your changes.



