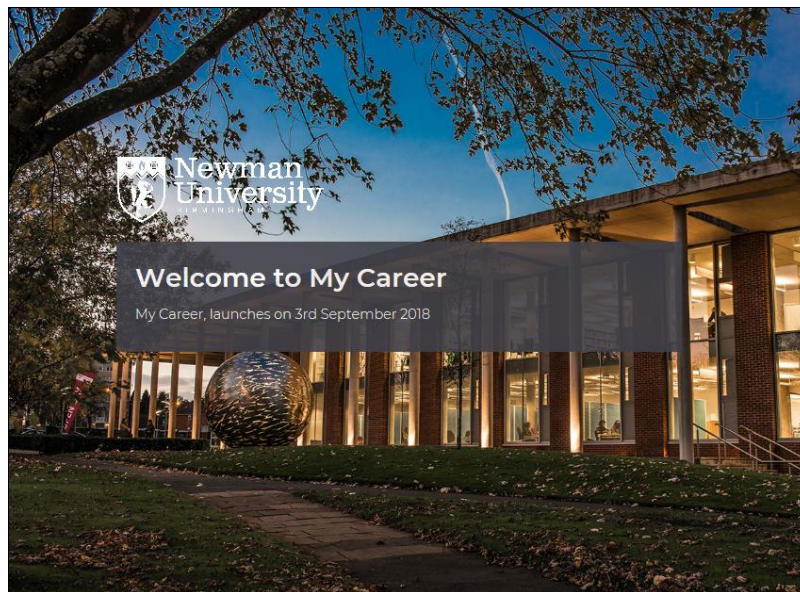




# My Career User Guide for Students



# Contents

- What is My Career?
- How to log in and register
- Setting up your Profile
- How to book and cancel Appointments
- How to search, book and cancel attendance at an Event
- How to search and apply for Opportunities
- How to search Organisations
- Who to contact if you any questions

## What is My Career?

My Career is your personal online careers portal and is the first place to go in order to hear about everything that's happening related to careers.

My Career enables you to have a designated careers area to manage your careers development whilst at university and for 3 years after graduation. You can:

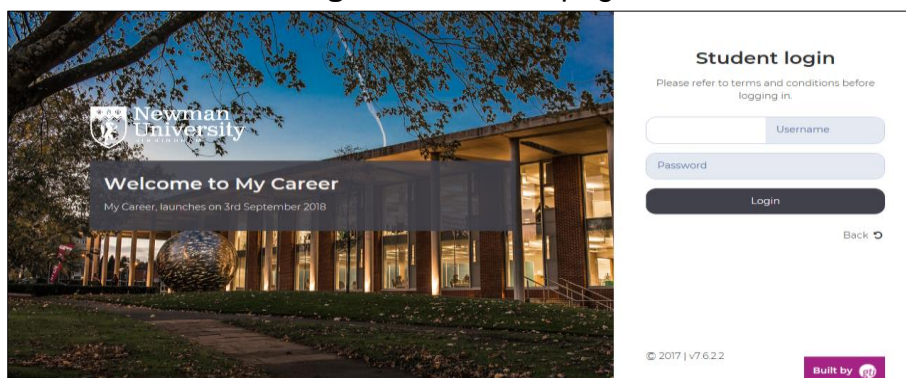
- Book on to and manage careers appointments
- Access your guidance session notes
- Book on to and manage workshops and events
- Sign up to receive targeted emails and news
- Access the Newman University Jobs Board and have the option to sign up to receive email alerts for relevant opportunities you may be interested in
- Access online resources

In order to access a personalised careers service at Newman University, please read our Statement of Service which can be viewed at:

[Careers Service](#) and My Career Privacy Notice [Privacy Notice - My Career Students](#)

## How to log in and register

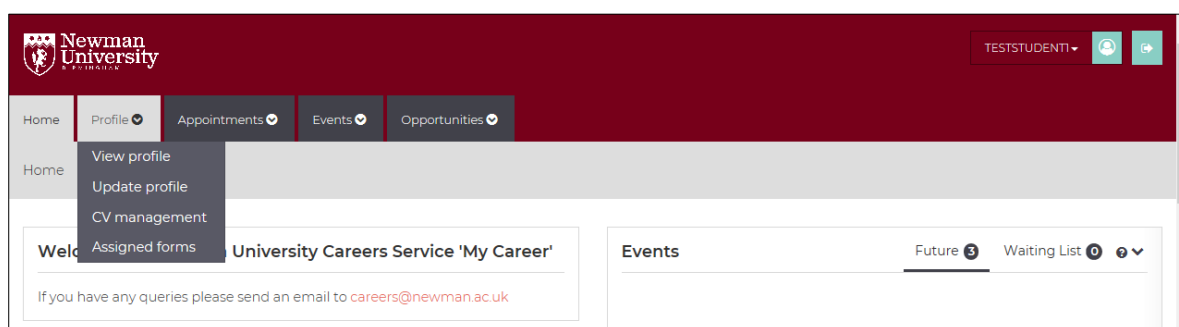
1. Go to <https://mycareer.newman.ac.uk>
2. Select **Student Login** on the homepage



3. As a current student, access My Career using your **Newman Username** and **Password** and Click **Login**. This will take you to your user dashboard.
4. If you forget your Newman username and/or password, please contact the IT Help Desk in the Hub or call them on: 0121 483 2293.

### Setting Up Your Profile

If you are a first time user, you will need to set your personal **Profile** before using the system. If you have used it before but wish to change or alter your details you can go through the same process. All you need to do is click on **Profile** and **Update Profile**.



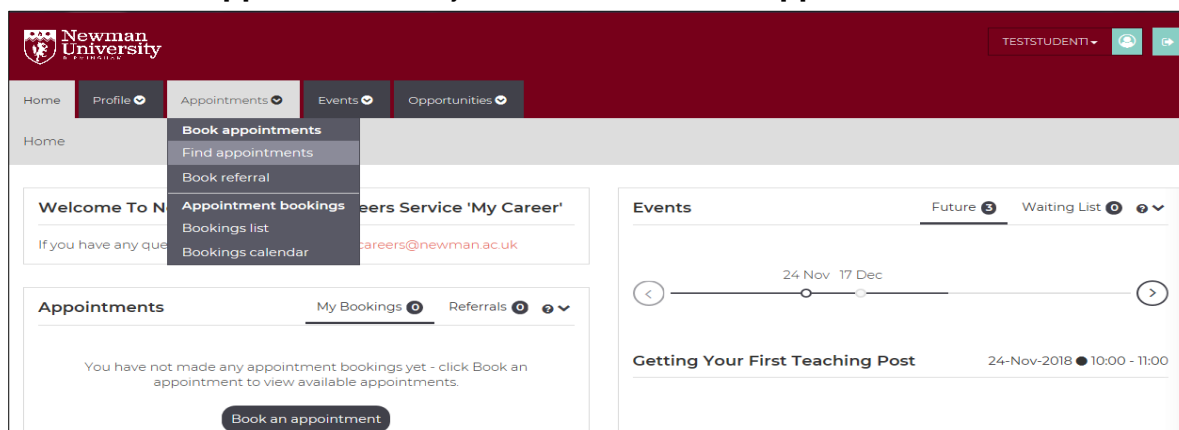
### Guidance about setting up your Profile

- Your Profile will include your personal details, email preferences, opportunities of interest and TARGET Job registration. Please spend some time filling this out as it will really make a difference to your experience and information you receive.
- You can personalise your dashboard by simply clicking on the heading and dragging it to your preferred location. You can also minimise the panes by clicking on the arrow located on the right of the heading.

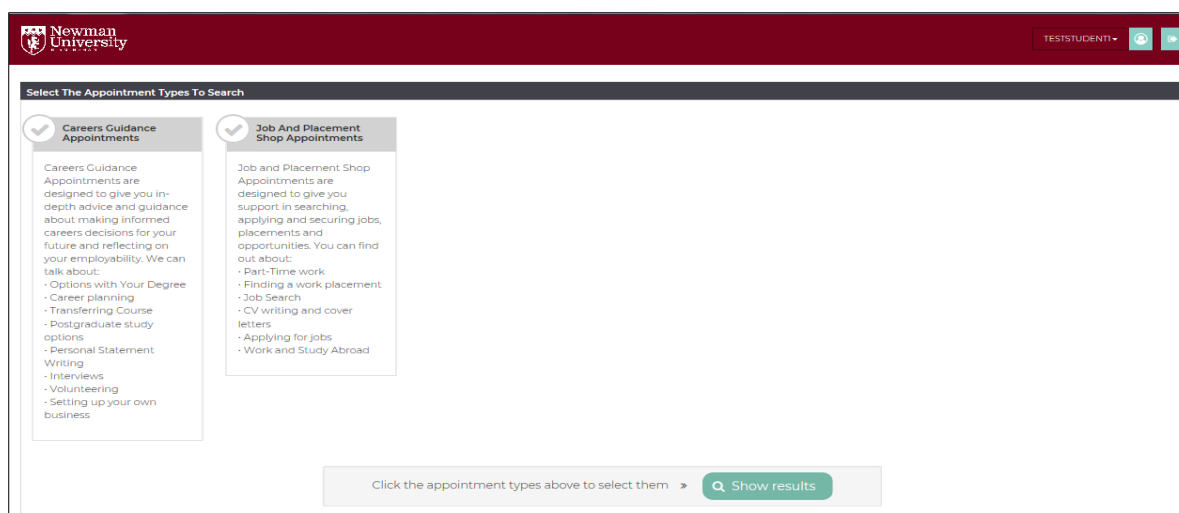
### How to book and cancel Appointments

#### Booking Appointments

1. Click on the **Appointments** tab located on the top of your dashboard, then click on **Book appointment**, or just click on **Book an appointment**.



2. You will arrive on the page listing the different types of appointments we offer:



3. Select your preferred type of appointment by clicking on it and then click **Show results** at the bottom of the screen.
4. You will now see the list of appointments, of that type, which are available to book in the next 14 days. Select your preferred time and click **Book now**.
5. Complete booking details and **Book appointment**.
6. You will receive an email confirming your booking and it will go into your outlook calendar. If you do not receive an email (and have checked your junk folder) please contact [careers@newman.ac.uk](mailto:careers@newman.ac.uk).

### cancelling Appointments

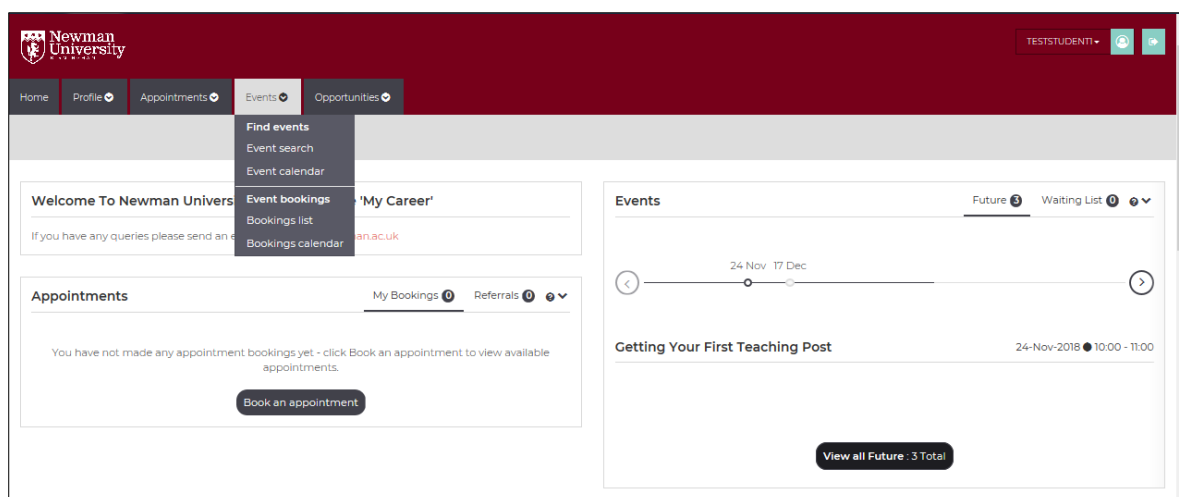
1. To cancel an appointment, navigate to your **Appointments** pane on your dashboard and click on the appointment booking. Select **Cancel booking**.
2. Alternatively, you can cancel a booking by using the link given in your confirmation email.

### How to search, book and cancel attendance at an Event

Newman University Careers Service runs a number of Events in the course of the academic year including: Careers fairs, employability workshops, employer events and information sessions. Book your attendance through My Career.

### Search for Events

1. Click the **Events** tab located on the top of your dashboard, then click on **Search Events**. A list of events will appear that can be filtered. Click on your chosen event.
2. Alternatively, under **Events** on your home page, click on **View all future**.



### Book on to an Event

1. Click onto the Event that interests you, check the details and click **Book now**, then click **Submit**.
2. When you book a place you should receive an email confirming the booking, if you do not receive this email (and have checked your junk folder) please contact [careers@newman.ac.uk](mailto:careers@newman.ac.uk).

### Cancel attendance at an Event

1. You can cancel your booking through your My Career **Events** tab or by using the link given in your confirmation email.
2. When you cancel your booking you should receive an email confirming the booking, if you do not receive this email (and have checked your junk folder) please contact [careers@newman.ac.uk](mailto:careers@newman.ac.uk).

*Most Careers Service Events, that have to be booked, operate a waiting list. If you are no longer able to attend please make sure you cancel your booking as soon as possible so others have the opportunity to attend. The first person on the waiting list will be offered a place at the Event if a cancellation is received.*

### How to search and apply for Opportunities

My Career includes an online jobs board which gives you unique access to a range of local, national and international opportunities including graduate jobs, part-time work, volunteering and work placements.

#### Search for Opportunities

1. To search for an opportunity, click the **Opportunities** tab located on the top of your dashboard, then click **Search opportunities**.
2. Using the filters on the left hand side to restrict your search and click on your preferred Opportunity for more details.

3. If you want to save your search choices, click **Save this search**, give it a name and description and click on **Save**. To access, use the **Saved Searches** pane on your My Career homepage or, on the **Opportunity Search** page click on **Saved Searches**.

### **Apply for an Opportunity**

1. If you are interested in any of the Opportunities on My Career, follow the application details.
2. If you have a question about the Opportunity you can approach the organisation directly or contact: [careers@newman.ac.uk](mailto:careers@newman.ac.uk)

### **How to search Organisations**

1. To search for active Organisations on My Career, select **Search Organisations** from the **Opportunities** menu. Use the filters on the left hand side to refine your search.
2. Click on an Organisation name to view further information including any Opportunities they are currently advertising on My Career.

### **Who to contact if you any questions**

We hope you find this User Guide useful in helping you to navigate your way around the My Career portal. If you have any questions, however, please contact us at [careers@newman.ac.uk](mailto:careers@newman.ac.uk).