



# Utilizing JOBSS

As a new student you were sent a welcome email from JOBSS with a password in it. If you do not remember that password or have forgotten your current password, please follow the steps below:

1. Go to <http://www.southernct.edu/careerservices>
2. Click the student login button [Student Login](#)
3. Click the forgot password button [Forgot Password](#)
4. Enter your username (your Owls email address)
5. Retrieve your password from your Owls email (check your JUNK folder!)
6. Return to the JOBSS website and enter your username and new password
7. Once you are logged in, you can update your password within the profile tab

The screenshot shows the JOBSS website interface with several callout boxes explaining key features:

- Documents:** Upload your resume first and your subsequent documents will be automatically accepted.
- Jobs:** Search and apply for jobs (on and off campus) as well as internships, and co-ops.
- Employers:** Search employers and view information about their organizations.
- Calendar:** Post and monitor your job search activity, as well as search for career events on campus.
- Profile:** Compare and edit your personal and academic information. Your profile must be complete for your account to be fully active, although some information is read only. You can also change your password within this tab.
- Events:** Search all career events on campus including career fairs, workshops, on campus interviews, etc.
- Announcements:** Watch the announcements section for important information on programs, events, and resources.

The interface includes a navigation bar with tabs for home, profile, documents, jobs, employers, Surveys, events, and calendar. A search bar is located at the top right, along with a 'Log Out' button. The main content area features a 'Welcome Students!' message, a 'FIND A JOB' section, and a 'GETTING STARTED' checklist.

## SEARCHING FOR AN ON-CAMPUS JOB?

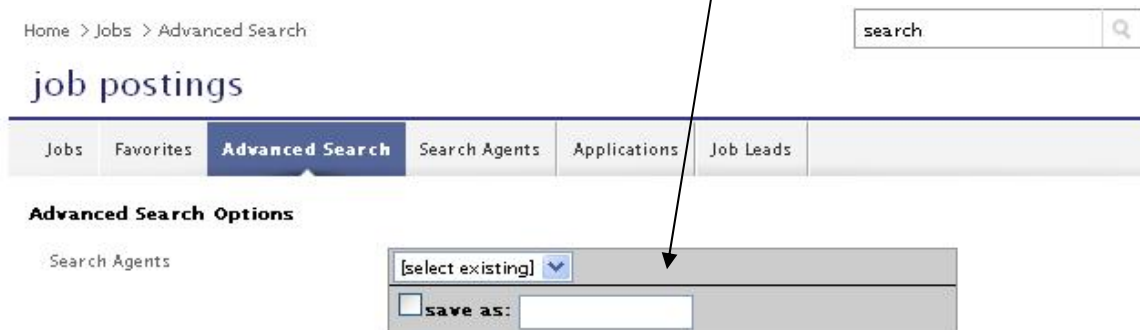
Click the **Jobs** tab, click **CSM Jobs**, and then enter **SCSU** in the search bar

# Would you like to have job notifications sent to your email? Create a Search Agent!

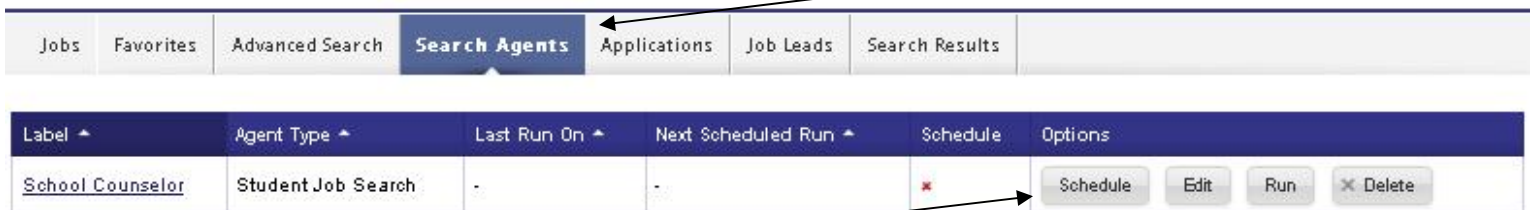
1. Once you have logged into JOBSs, click the Jobs tab on the top of the blue toolbar and then click the CSM Jobs link



2. After entering the CSM Jobs network, click the "Advanced Search" tab located under the Job Postings title.
3. To create a new agent, first select the criteria the Search Agent will be based on by filling out the Advanced Search form.
4. Once the form is completed, type a Search Agent title into the "Save As" field and click the checkbox to save it.



5. To schedule the search to run and email the job listings automatically click on the "Search Agent" tab.



6. Select the "Schedule" button in the options column of your search agent.
7. Once you are in the schedule menu, enable your search engine by clicking "Yes". A new set of options will appear for you to adjust to your desired time frame. Once completed click submit.