



## Career Services Center

[www.uaacareerservices.com](http://www.uaacareerservices.com)

# Website Navigation for Students

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**To register** on the University of Alaska Anchorage's on-line career center, please go to [www.uaacareerservices.com](http://www.uaacareerservices.com) and click on the "Students & Alumni" link under "New to the System".

1. Complete the registration process.
2. Click "Submit" and your registration information will be sent to the Career Services Center for approval.
3. An email will be sent to you as soon as you have been approved with your username and password.

**To login** to the University of Alaska Anchorage's on-line career center, please go to [www.uaacareerservices.com](http://www.uaacareerservices.com) and click "Login" on the right hand side of the page.

### **How to upload your resume, cover letter, or other document online**

It is important to post your resume on the system. Once approved by the Career Services Center, you will be able to apply online for positions posted on the site. In addition, employers searching through the school's resume database will be able to view your information.

1. After logging into the system, you will see icons on the top of the page. Click on the "Documents" icon.
  - a. Click on the "Add New" button.
  - b. Create a name for your document and choose the type of document it is, and then click "Submit". Your document will be sent to the Career Services Center for approval and can be seen in the "Pending Documents" section under "Documents".
2. Once you post your document, a representative in the Career Services Center will review it. Within a short time, you will receive email notification informing you if it has been approved or if changes need to be made.

### **To edit your personal information**

1. Once logged into the system, click on the "Profile" icon at the top of the screen.
2. Here you can edit any information you would like. Once finished, click on the "Save Changes" button.

### **Searching for jobs**

1. Once logged into the system, click on the "Jobs" icon and choose either CSM (Career Services Manager) or Nacelink Network jobs.
  - a. CSM Job postings are specifically posted within our system. These postings have more search agents specific to degree, location, and position type and it allows interview and career fair searches. You may apply online through our system for these positions.
  - b. Nacelink Network postings are posted under the Nacelink system and are external links. They are not restricted to this campus. Their application process is not linked through our system.  
\*\*Both are beneficial, it just depends on what you're looking for. It might be helpful to look at both.
2. Fill out desired parameters of positions you are looking for, then click "Search" to see the jobs that match the criteria you selected.
3. To view any of the positions, click on the job title. To view information about any of the organizations, click on the company name (if available).
4. To apply to a specific position, follow the directions on the top, right hand side of the page under "How to Apply". You may choose the documents you wish to submit, then click "Submit." But employers write their requests under the "How to Apply" area, so make sure to completely follow their directions.
5. When applying online, you can select any single approved resume that you have uploaded, and any single cover letter that has been uploaded which will be sent directly to the recruiter. Cover letters do not have to be sent. After you have made your selection, click on the "Submit" button.