

# Student Guide for MustangTRAK

Access the following website: [www.smu.edu/career](http://www.smu.edu/career), then click on the MustangTRAK logo.

## **1. Existing Users:** Log into system using your Username and Password

- Existing Users -Update your profile
- Existing Users -Update your profile
- Put your cursor over **My Account** and select **My Profile**
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (\*).

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

## Upload your documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link on the right side of the screen
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

## Searching for Jobs, Internships and Co-ops

- Put your cursor over Jobs and select Job Search
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply

## Searching and Applying for On-Campus Interview Schedules: Preselect and All Schedules

### **Preselect Schedules:**

In our system you will only be able to apply to schedules you are qualified for under the Preselect Schedules menu. Preselect schedules require the employer to review your resume before the interview and determine whether your Interview Request is approved or declined.

- Put your cursor over Interview Schedules and select Preselect Schedules
- Click on the Schedule ID, then click on the Job ID to view the job description. If this is a Preselect schedule, then you will be submitting your resume and requesting to be interviewed. If this is an Open schedule, then you will be allowed to sign up for an open interview timeslot.

**All Schedules:**

In our system you will be able to look at all current schedules in the system under the View All Schedules menu, but you cannot apply or sign-up on these schedules. Go to Preselect Schedules to apply or sign-up on a schedule.

- Put your cursor over Interview Schedules and select View All Schedules
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position

**Searching for Career Events:**

- Click on the Career Events menu
- You will see a list of all current Career Events (Career Fairs, Career Workshops, etc.)
- To view details, employers registered and/or RSVP, click on the Career Event's name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

**Viewing Your Activity**

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view:
  - *Referrals* – These are resumes that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded.
  - *Placements* – These are details of current employment/internships.
  - *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section.
  - *RSVPs* -These are the Career Events that you are currently RSVP'd for.