

Student Guide

Access the following website: www.CrusaderCareers.com. Choose "For Students".

1. **Current Traditional Undergraduate Students, and Alumni and CLL students who have used our system within the two years:** Log into system using your 7-digit Capital Student ID number as your Student ID AND Password.
2. **Other Alumni and CLL students – Call the Career Development office at 614-236-6606 to be registered or re-activated. Have your Capital Student ID number ready when you call.**

Note: If you change your password and forget it, call 236-6606 to have it reset to your Student ID number.

Once you're logged into the system:

Update your profile

- The first time you log in, your profile page will appear first
- 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 (*).
- Click on the Submit button to take you back to your home page.

Partner Registration

- If you get this pop-up window, choose whether or not to accept membership on partner sites, Internships.com and CareerRookie.com. Click accept to see job postings from these sites on our job board. You may get career-related email directly from these companies.

To upload your documents

- Mouse over My Account and select My Documents
- Click on the [Upload File] link for the category in which you want to upload
- Click the Browse button to find your document
- Select the correct document and name it (use your name, "Ben Jones Resume")
- Click the Upload button

Searching for Jobs:

- Mouse over Job Search and select Current Jobs
- 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
- Click on the other tabs to see even more jobs that fit your Keyword Criteria
- Select Archived Jobs to see jobs that have expired for leads to other possible positions.

Searching for Employers:

- Click on the Employer Directory menu
- Narrow your search by name, location, Industry or Organization Type.
- In your search results, click on employer names to find details including websites and locations.

If you have any questions, contact Career Development at careerdevelopment@capital.edu or call us at 614-236-6606.