

Student Guide to Career Services Online

Access the Employment Resource Center website: www.lwtech.edu/erc

New Users – If you have not already registered, click on
“Click Here to Register”

Existing Users – If you have already registered your profile, log into the system using your current **Student ID** number (SID) and **Password** you created when you registered

To Search for Jobs, Internships/Co-op and Work-Study Opportunities

- Put your cursor over “**Jobs**” and scroll down to “**Job Search**”.
- Click the “**Search**” button (without entering any search criteria) to view all current jobs OR fill in the search criteria to narrow down your job search.

Creating a Job Agent

With a Job Agent, you will receive emails whenever the CSO system receives jobs that are in your area of interest. To create a Job Agent:

- From the Student Home page, select **Jobs/Job Search**
- On the Job Search page, under “**Related LWIT Majors**” select the LWIT programs that interest you, and press “**Search**”.
- At the top right of the search results page, click on the “**Create job agent**” tab.
- Enter the Job Agent name into the “**Save Job Agent**” pop-up box.
- The Job agent will send you an e-mail when any new/updated jobs matching your search are available
- By changing the search criteria, you can create many different job agents!

To Update Your Profile

- Put your cursor over “**My Account**” and select “**My Profile**”.
- Each section of the Profile has an [**Edit**] button. Click on this button to edit fields within the section.
- Under Additional Information, Select “**Allow employer viewing**” if you wish employers to view your information when they search the student database

To Upload Your Documents – (Resume, Cover Letter, etc.)

With a resume loaded, you can apply for jobs through the CSO System:

- Put your cursor over “**My Account**” and select “**My Documents**”
- Click on the [**Upload File**] link