



## Alumni Guide To The Opportunity Network

There are three ways for alumni to utilize the Opportunity Network: as a volunteer mentor, as an employer posting opportunities, and/or as an individual seeking a position or mentor. To ensure your privacy and flexibility each profile is maintained separately.

Visit: [www.elms.edu/career](http://www.elms.edu/career)

### To Volunteer As a Mentor

#### **New Mentor Registration:**

- Select the Mentor link – Click on "Click here to Register!" link.
- Complete all sections and click on the Register button. Required (\*) fields are marked with an asterisk. (The more detailed you fill out your profile, the more information students will have before they contact you. You will be able to update your mentor profile in the future as needed using your mentor username and password.)
- Click on the Save button. Thank you! You have now been included on the list of mentor volunteers. As needed students and/ or fellow alums will contact you directly to request the support you have offered.

### To Post Employment Opportunities

#### **New Employer Registration & Initial Job Posting:**

- Select the Employer link – Click on the "Click here to Register!" link.
- Complete all sections and click on the Register button. Required (\*) fields are marked with an asterisk. (The more detailed you fill out your profile, the better we will be able to assist you. You will be able to update your employer profile in the future as needed using your employer username and password.)
- Click on the Register button.
- From your employer home page (you will automatically be returned there):
  - Click on New Job. Enter job information. Fields with an \* are required information. Fill out as much information as possible to make the job posting complete. In the field, "Application Instructions," enter the procedure in which a potential employee may apply for this position. (For example: Please send a resume and cover letter, please apply online at our website, please apply through this system.) Click on SAVE to update this information.
  - Under the Posting Information section, there are two fields that you need to review. In "Show Contact Information," if you select No, your contact information will not be available to potential employees. In "Allow Online Referrals," if you select Yes, students can submit their resume to you via this system (i.e., you will receive email notification of students' job application and be able to view resumes on-line).

*NOTE: Once you have registered and if you have submitted a job, both your account and job will be in pending status. An administrator will review both and contact you if they have questions. When your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (413) 265-2272 or [careers@elms.edu](mailto:careers@elms.edu).*

### To Search For A Position or Mentor

#### **New User Registration:**

- Select the Alumni link – Click on the "Click here to Register!" link.
- Complete all sections and click on the Register button. Required (\*) fields are marked with an asterisk. (The more detailed you fill out your profile, the better we will be able to assist you. You will be able to update your profile in the future as needed.)
- Click on the Submit Profile button.

*NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. When your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (413) 265-2272 or [careers@elms.edu](mailto:careers@elms.edu).*

## **Existing Users:**

Log into the alumni system using your Username and Password. *(Don't worry - there is a link if you have forgotten!)*

### 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 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
- 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. The Career & Experiential Learning Center is available to help you build or critique a resume – call for an appointment today!*

### Searching for jobs or volunteer opportunities

- Put your cursor over Jobs and select Job Listings
- 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

### Search for a mentor

- Click on Mentor Search

**If you have any questions or would like additional assistance please contact the Career & Experiential Learning Center at (413) 265-2272 or [careers@elms.edu](mailto:careers@elms.edu).**

***Be sure to make note of your usernames and passwords!***

### **Alumni**

<b>username:</b>	<b>password:</b>
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### **Employer**

<b>username:</b>	<b>password:</b>
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### **Mentor**

<b>username:</b>	<b>password:</b>
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