



Student Guide To The Opportunity Network

Visit: www.elms.edu/career

New Users - Registration:

- Select the Student 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.)
- Make a note of your username and password for future reference:

username:	password:
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- 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.

Existing Users: Log into system using your Username and Password. *(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, Work Study, Volunteer or Internship 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.