



## Alumni Guide

Welcome to the new, upgraded Job Seekers Network powered by GradLeaders! As an alumni of Bismarck State College you have the opportunity to use this system to find full time / part time, internships or seasonal positions from quality employers. There are a variety of positions listed for you to review and apply for. If you have questions, contact the MACC at 701-224-5752 or email [bsc.careerservices@bismarckstate.edu](mailto:bsc.careerservices@bismarckstate.edu)

### To register in Job Seekers Network

- Log onto [www.bismarckstate.edu/JobSeekers](http://www.bismarckstate.edu/JobSeekers)
- Read the *Tips for Students when Job Seeking*. These are very important tips to review
- Scroll down the page and click on Alumni Login
- As a first-time user, click on Create Account
- Check the box for user agreement and click Continue
- Create a username and password
- Enter your email address and click Continue
- The Alumni Registration page is now displayed. Please take a few minutes to enter your contact information and answer some profile questions by clicking on each of the arrows.
  - Fill in all required (\*) fields and any optional information. Click Save
  - After you have completed both sections another box will display. Click Continue
- The information you have filled in will now display on your screen. You can look it over and edit anything now. You will also be able to edit this information any time from your dashboard.
- When you scroll down on this page you will find a section called Resume Manager. This is where you can upload your resume.
  - Click on Replace
  - Select the file you want to upload
  - Enter a name for your resume. (Remember the employers will see the name)
  - Click Save
- Now your Dashboard is displayed
- From your Dashboard, on the left side
  - Click on My Profile to ...
    - Review your Profile Summary
    - Add / Replace Cover Letters, Resumes, and Additional Documents
    - Review your Scorecard
      - This is information on your activity in Job Seekers Network
  - Click on Job Search to ...
    - Create and save job searches
    - Create a Hotlist of jobs you want to track

**Congratulations! You are now part of Job Seekers Network at Bismarck State College!**