CAREER PILOT STUDENT GUIDE

Navigate through LSUS Career Pilot, our online career networking site 24/7. Features noted below.

**Step 1:** Go to our login page: [https://www.myinterface.com/lsus/Account/LogOn?ReturnUrl=%2flsus%2fstudent](https://www.myinterface.com/lsus/Account/LogOn?ReturnUrl=%2flsus%2fstudent)

**Step 2:** If you have previously registered on this site, type your username and password, and log in.

**If you have never registered with LSUS Career Pilot,** click the “First time user” link:

- Complete the profile using your LSUS email address.
- Select a password and username.
- Read the terms of use agreement and submit.

**NOTE:** If you forgot your password, click the “Forgot your password?” link on the login page. It will be reset and emailed to you.

**LINKS ACROSS THE TOP OF THE PAGE HELP YOU NAVIGATE THE SITE:**

- **My Account** – Your profile, uploaded documents and all activity may be accessed through this link.
  - **My Profile** – Be sure to update your contact and other information every semester!
  - **My Documents** – Make sure to upload Microsoft Word or PDF documents. You may upload 6 documents or update or remove your document(s).
  
  **NOTES:**
  1. Give each resume you upload a name, such as ImaStudentResume2013.
  2. When uploading more than one resume, be sure to mark the most general resume as the default. Make sure to click VIEW next to each document to verify your document is uploaded correctly.
  3. When you upload a resume or cover letter, or change a resume or cover letter, your document will go to pending until reviewed by a staff member of Career Services. If your document needs some adjustments an email will notify you to revise the document and/or schedule an appointment for further assistance.

- **My Activity** – Your activity on the site.

- **My Assessment** – Holding site for any career or personality assessments you take through LSUS Career Pilot.

- **Employer Directory** – List of employers who have posted positions at this site, which includes their website address and contact information, if the contact information is public.

- **Job Search** – Search all active jobs, internships, and volunteer opportunities posted through Career Pilot. Items will appear in date order. We suggest conducting a broad search without selecting any of the categories. You can also select the option to be notified when new jobs are posted.

- **On-Campus Interview Schedules** – View upcoming on-campus interviews and link to interviews you are qualified for.

- **Career Events** – Information about upcoming career events.

- **Help** – The Student Guide is located through this link.

**GREY VERTICAL COLUMN ON LEFT SIDE OF PAGE:**

- **Home** – This link will take you back to your main page.

- **Calendar** – This is your calendar to record reminders of appointments, career events, or personal events.

- **Resource Library** —Houses examples of resumes, cover letters, interview tips, and other useful information.

- **My Favorites** – Quick link to any saved searches or jobs.

**I want to... Quick Link to...**

1. **Report a Hire** – Complete this section when you are hired by an employer.
2. **View my Activity** – Summary of your activity on this site.
3. **Take or view your online career or personality assessments.**

**CHECK OUT ANNOUNCEMENTS ON THE HOME PAGE FOR NEW FEATURES AND REMINDERS OF EVENTS!**