

Step by Step Guide to using Careers Connect

Step 1 Login to **Careers Connect** via our website www.nuigalway.ie/careers.

- Click on **Careers Connect** on the menu bar on the left hand side.
- Click **Login to Careers Connect** and login under **Student login**.

Step 2 Enter your details:

- Enter your NUIG Student ID number and password.



The screenshot shows the 'NUI Galway Federated Login' page. At the top is the NUI Galway logo. Below it, the text 'NUI Galway Federated Login' and 'Logáil Isteach Chónasctha OÉ Gaillimh' is displayed. There are two input fields: 'Username/Ainm Úsáideora:' and 'Password/Pasfhocal:'. A 'Login' button is located below the password field. At the bottom, the 'EduGate' logo is visible.

Step 3 Update your Profile via 'My Profile' tab:

- Enter your mobile number
- Registered students update your profile with your NUIG email
- Graduate students update your profile with a regularly used e-mail address
- Select the career areas that interest you

Step 4 Welcome to 'Careers Connect'. With Careers Connect you can:

- Book a 15 minute appointment with a Career Development Adviser
- Book a CV or Application review
- Book your place at an event
- View graduate job vacancies, internships, graduate programmes and work experience
- Ask a Question
- Sign up for email alerts



Find out more www.nuigalway.ie/careers



twitter.com/NUIGCareers



facebook.com/Careers.NUIGalway



NUI Galway
OÉ Gaillimh

Career Development Centre

Employability • Guidance • Opportunities

Step 5 Search for Job Opportunities

1. Click on 'Opportunities' Tab, Click Search Opportunities
2. Enter a category into quick search e.g. Marketing, Finance, click enter or
3. Enter a company name into Employers if you are looking for a particular company, click enter
4. View Job Listings

Step 6 Ask a Question ?

1. Click on 'My Queries' Tab, 'Click Ask us a Question'
2. Fill in: Subject, Query Detail, Type of Question
3. Submit Question

Step 7 Make an Appointment

1. Click on 'Bookings' drop down menu - Click on 'Appointments'
2. Click on the type of appointment 15 minute appointment, CV Review or Application Review
3. Click Calendar view, the available appointments will appear in green on the right hand side.
4. Click on a time to book an appointment

Step 8 Check us out.....

Visit us in the Career Development Centre in the Arts/Science Building on the 1st floor.

Remember you don't need an Appointment to get information.



Find out more www.nuigalway.ie/careers



twitter.com/NUIGCareers



facebook.com/Careers.NUIGalway