

If you haven't found the answer to your question(s) through our Quick Start Guide, please feel free to [email](#) your Career Center Administrator or download the more detailed documentation in eRecruiting's Help menu.

## Activate Your Account

1. Visit the eRecruiting log in page at <http://yale.erecruiting.com>
2. In the Username field type your Yale email address
3. In the password field type the last four digits of your Yale student identification number

To change your password click on the Profile menu option. If you are unable to activate your account please call 203.432.0800 or email us at [undergraduate.careerservices@yale.edu](mailto:undergraduate.careerservices@yale.edu)

## Update Your Profile

1. Log in to your eRecruiting account
2. Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
3. Select the desired view: **Personal Info**, **Academic Info**, **Career Preferences**, **Continued Academics** or **Administration**
4. Click the **Edit** link at the top of the section you wish to edit
5. Click **Save** to store your profile changes

## Join Distribution Lists

1. Log in to your eRecruiting account
2. Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
3. Choose the **Administration** link
4. Click the **Edit your Administration information** link
5. Click in the **Yes** field to receive emails from UCS
6. To select multiple careers from the menu hold down the **Ctrl** key while clicking on your selections
7. Click **Save** to store your profile change

## Upload Your Documents

1. Log in to your eRecruiting account
2. Select **Upload a Document** under the **Documents** tab on the navigation bar
3. Choose the document type on the **Upload a Document** page and click **Next**
4. Click **Browse** to select your document
5. Choose the correct document and click **Open**
6. Click **Upload**

## Searching for Jobs and Internships

1. Log in to your eRecruiting account
2. Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
3. Use the **Basic Search** to search by **Keywords**, **Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section
4. After selecting your job search criteria, click **Search**
5. Use the yellow toolbar to further **Refine** your search results
6. Click on the **Job Titles** to view the details of the jobs
7. For other quick, easy job searches, use the **1-Click Searches** on the **Job Search** page

## Searching for Employers

1. Log in to your eRecruiting account
2. Select **Employers Search** under the **Employers** tab on the navigation bar
3. Search alphabetically by selecting the first letter of the employer name
4. Search for a specific employer by typing the name of employer in the **Employer Name** field
5. Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field
6. Click **Search**
7. Click on the **Employer** name to view the employer profile

