

Student Guide



Access the following website: www.myinterfase.com/sagu/student

START HERE: When you log in for the first time, click on the [Forgot your password?] link.

- Your Username is your Lionmail email address.
- Click on the [Reset Password] link. It will send a randomly generated password to your Lionmail.
- Using your Username, copy and paste the new password retrieved from the email sent to your Lionmail account, and follow instructions provided.
- Change your password from the My Profile page. Follow the instructions below (Existing Users) to update your profile.

Existing Users: Log into system using your Username and Password

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 or on the tabs at the top of your profile to edit fields 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. Your default resume is the document that employers can view when accessing our system.

Searching for Jobs, Internships and Ministry 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.

Saving Jobs

- You can save jobs to your favorites by clicking on the Add to Favorites button in the job profile.

- You can also save jobs by clicking the grey star icon next to the job record in the search results.
- Click on My Favorites on the left navigation bar to see your favorite jobs. A yellow star will be displayed next to jobs you have saved, and a green star will appear next to jobs that you have saved and have submitted your resume to.

Searching for Career Events:

- Click on the Career Events menu.
- You will see a list of all current Career Events (Career Fairs, Teacher's Expos, etc.)
- To view details, employers registered and/or RSVP, click on the Career Event's name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered.

Viewing Your Activity

- Put your cursor over My Account and select My Activity.
- There are 4 types of activity that you can view:
 - *Referrals* – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume.
 - *Placements* – These are current job placements and details of those.
 - *RSVPs* – These are the Career Events that you are currently RSVP'd for.

COMING SOON:

Searching for Mentors

- Click on the Mentors menu
- Fill in the search criteria to narrow down your search OR just click the Search button (without entering any search criteria) to view all mentors that are currently allowing students to contact them.
- To contact a mentor, click on their name, and then click the Contact Mentor button at the top of their profile. If they are allowing you to see their contact info, you will now see that information. If they are only allowing anonymous contact, then an email form will appear for you to send through the system.

NOTE: Each mentor decides how many students can contact them per month, so it is best to make your contacts in the beginning of the month.