Student Guide

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

New Users - Registration: If you are not a current user, click on "Click here to Register!" and follow the directions on that page.

- Click on the "Click here to Register!" link.
- Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk.
- Click on the Submit Profile button.   **Submit Profile**

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you have any questions or concerns, please contact our office at (818) 677-4697 .
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 [Add] link next to Resume or Cover Letter.
- Click the Choose File 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 current resume is your default.
Your default resume is the document that employers can view when accessing our system.

Searching for Jobs and Internships

- Put your cursor over Jobs and select Job Search.
- Internships will be found under Job Search
- 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.

NOTE: You can email job records by clicking on the Email to a Friend icon in the job profile.

IF YOUR ACCOUNT IS PENDING, THEN THE OPTIONS BELOW ARE NOT AVAILABLE TO YOU. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS ACTIVATED.

On Campus Interview Schedules:
In our system you will be able to apply to interview schedules.

- Put your cursor over On Campus Interview Schedules and select Sign-Up for Interviews I Qualify For.
- Click on the Schedule ID to see the specifics of the position and how to apply. If this is a Preselect schedule, then you will be requesting to be interviewed. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.

VIEW ALL On Campus Interview Schedules:
In our system you will be able to look at all current schedules in the system under the VIEW ALL On Campus Interview Schedules.

- Put your cursor over On Campus Interview Schedules and select VIEW ALL On Campus Interview Schedules.
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position.

Searching for Events:

- Click on the Events menu.
- You will see a list of all current Career Events (Career Fairs, Professional Development events, etc.)
- To view details, employer's 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.

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: You are allowed to contact 10 mentors per month. In addition, 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.

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.
  - *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section.
  - *RSVPs* – These are the Career Events that you are currently RSVPed for.