STUDENT & ALUMNI INSTRUCTIONS

ACCESSING COYOTE CAREERS

Current Students: Log into your student portal and click on the red JOBS quick link to access your Coyote Careers account.

Alumni/Faculty/Staff: Go to www.usd.edu/acpc and scroll down to Student Resources & Opportunities, select the Coyote Careers tab, then click on the Coyote Careers button. Select “Alumni And Others: Username” and log in using the credentials you set up when you registered for the account. If this is your first time using Coyote Careers, click “Sign Up.”

*Troubleshooting-if a current user is being asked to sign up for an account, log out of the MyUSD portal, delete website cache and try again.
PROFILE SET UP
The first time you access Coyote Careers, you will be asked to provide some profile information. You can add additional information to your profile by clicking on the profile button to the right of Resources and selecting Public Profile. You can add a professional photo, personal statement, and sections on your education, experiences, organizations and activities, special projects, honors and awards, and more. This can serve as an “online” resume or profile that can be shared with employers by clicking on the Publish button. You can also click the Share It button to get a weblink to direct others to your online profile.

SEARCHING FOR JOBS
Click on Jobs at the top of the page. You will be able to search positions by keyword or location, or filter by position type, industry, job function, and more. The system will also suggest jobs for you.

When you click on a job title, you can view the job details as well as instructions on how to Apply.

UPLOADING DOCUMENTS
Users can upload their résumés, cover letters, and writing samples to Coyote Careers by clicking on their profile and selecting My Documents.

RSVP FOR EVENTS
You can view and RSVP for upcoming career events by clicking on Events, selecting the event you are interested in, and clicking the Attend button.

EMPLOYER DIRECTORY
Click Employers to search for and view thousands of company contacts. Find out more about the company, view contact information, and see which jobs they’ve posted and which events they are planning to attend. You can also choose to follow companies so that you will be alerted when they post a new position.

ADDITIONAL RESOURCES
Click Resources to view the document library which houses career articles and resources, use the Career Finder to take an interest assessment, and access the Career Explorer to research careers and industries.

Academic and Career Planning Center
Academic Commons—ID Weeks Library
605-658-3600 career@usd.edu