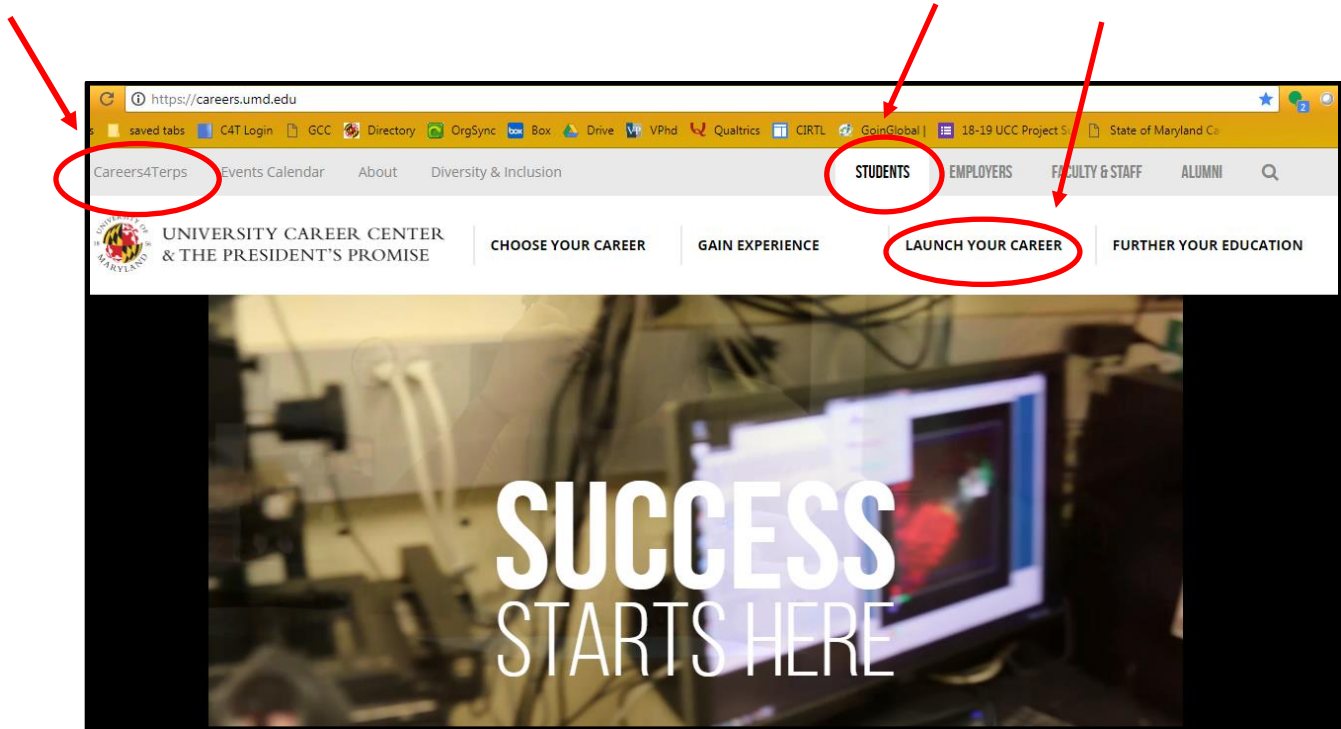
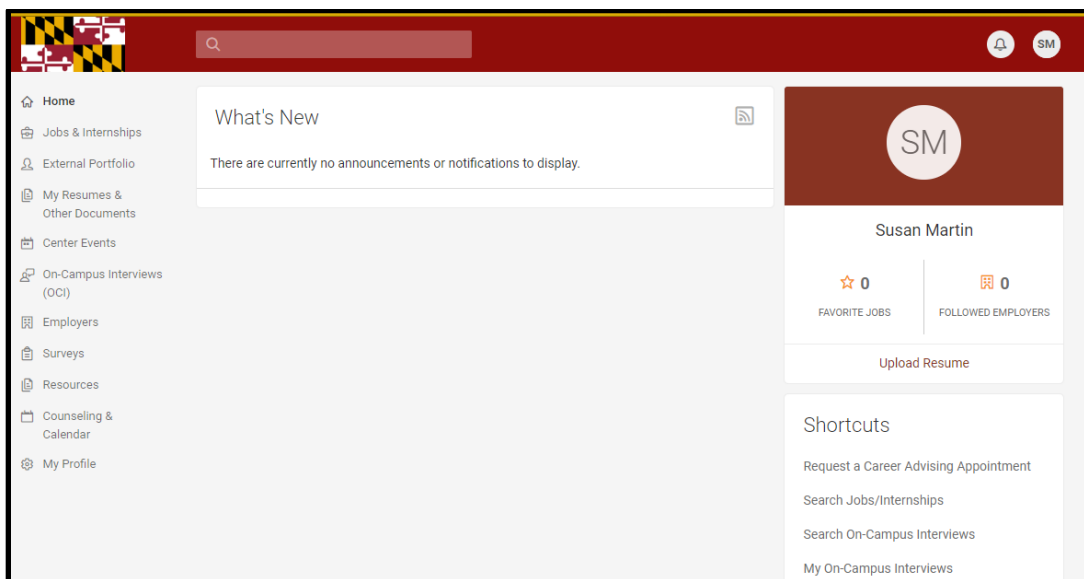


## Setting up your Careers4Terps (C4T) Account for PhDs and Postdocs

1. Go to the website of The University Career Center & The President's Promise, [careers.umd.edu](https://careers.umd.edu). Click on the Careers4Terps link in the upper left corner of the homepage.
2. Note for Future Reference: Information about Resumes, Job Search, and Networking are under the Student Tab. Click on Launch Your Career Tab to view these resources.



3. Once on the C4T page, select "Students". The CAS Authentication screen will open and you will need to log in with your UMD credentials. After you log in and verify with the dual authentication, you will see your C4T homepage.



4. The first time you log in you will need to complete your Profile. You should update the settings in your profile annually. Completing or updating your profile will take approximately 5 minutes. You must complete the items with an \*. Be sure to hit “save changes and continue” as you move through the personal, academic, and privacy settings. Your profile settings will determine the types of jobs you are sent and the types of events that are shown on your home screen.

Home My Profile / Personal

## My Account

Personal Academic Privacy Experiential Learning Password Activity Summary Notification Settings Social Media

save changes save changes and continue cancel

\* indicates a required field

### Student Information

Do you agree to the User Policy below? \*

Information provided in your Careers4Terps profile MUST be accurate. This includes, but is not limited to, your work authorization (citizenship status) and your GPA. If you are dishonest, you will no longer be able to use the system for your entire tenure at the University of Maryland AND we reserve the right to report you to the University Student Judiciary for a possible violation of the Code of Student Conduct and/or the Code of Academic Integrity. By clicking "yes," you confirm that you are aware of and will abide by this policy. If you select "no" your account will be deactivated. By selecting "yes," you also indicate that you agree to the University Career Center and The President Promise's privacy policy found at <https://careers.umd.edu/privacy-policy>.

Yes  No

University ID

#### Completion Status

##### Personal Information

- ✓ Do you agree to the User Policy below?
- ✓ Full name
- ✓ First Name
- MI
- ✓ Last Name
- ✓ Email
- ✓ Phone Number

Personal Academic Privacy Experiential Learning Password Activity Summary Notification

save changes save changes and continue cancel

\* indicates a required field

Receive Email Notifications \*

Select **yes** to receive email notifications from C4T. These emails include RSVP and appointment reminders, notifications of on-campus interview invitations and relevant career related events and opportunities.

Yes  No

Receive Email Alerts for New and Trending Jobs

Receive an email with information about new and relevant opportunities, based on your selections in the *Current Career Search Plans* section.

Yes

Receive Email Job Blasts

Choose Yes to receive job listings by email.

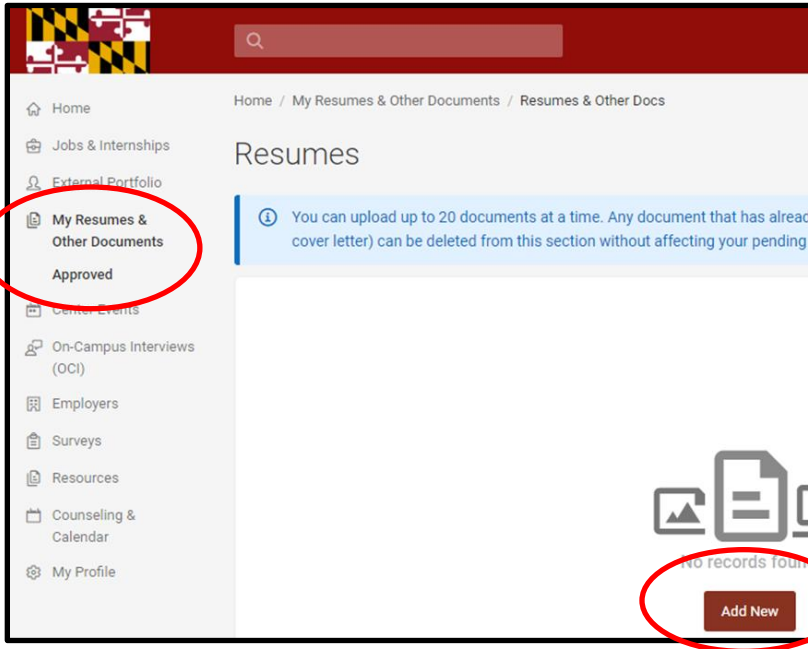
Yes  No

Include your resume in Resume Books \*

Select **yes** to have your resume included in resume books that employers can proactively access of current UMD students seeking opportunities.

When you get to the Privacy Setting Screen be sure to turn your notifications on. This feature must be on to receive confirmation emails about scheduled appointments and workshops/events that you have registered for already. C4T will also email you new job postings based on your profile—BUT you must turn this feature on to get them.

5. Upload your current resume and/or CV. This will allow Dr. Martin to review your resume in preparation for any scheduled appointments. Your resume is not shared with an employer unless you are applying for a specific job—and then you attach it to the application in C4T.



To upload your resume, click on My Resumes & Other Documents. Then click on Approved when it appears as a dropdown.

Click on the red Add New button to add each document- up to 20.

### **You are now ready to use C4T to do the following:**

1. Register for workshops and other events
2. Schedule career advising appointments with Dr. Susan Martin, [smart18@umd.edu](mailto:smart18@umd.edu)
3. Search for jobs and set up search agents to send you job postings by email daily
4. Access the Vault Career Library to explore career paths and get job search advice.
5. Use Interview Stream- An online way to practice typical interview questions
6. Use GoinGlobal-information about careers around the world. Contains information about employers who have provided H1B sponsorship in the past.