



Alumni Instructions

Setting up an Account

Registration

1. Go to www.mnstate.edu/dragonjobs
2. Near the middle of the page, select "Alumni Login"
3. Near the bottom of the page, select "Click here to register!"
4. Complete the registration form
 - a. Personal Information**
 - i. First and Last Name
 - ii. Username – Your complete personal email address (For Example: XXXXX@gmail.com), DO NOT use mnstate email
 - iii. Password – Create your own password.
 - iv. Current Address, City, State – Your CURRENT address.
 - v. Current Phone – The best phone number for you to be reached.
 - vi. Cell Phone – If different from your Current Phone.
 - vii. Email Address – Your complete personal email address (For Example: XXXXX@gmail.com) This should be the same as the Username you used.
 - viii. Web Site – Optional, but encouraged if you have a personal website highlighting your skills.
 - b. Demographic Information**
 - i. Class Standing – Select Alumni.
 - ii. Highest Degree Seeking or Attained
 - iii. Applicant Type – Select "Full Time/Career"
 - iv. Majors – Select your major. You can select multiple majors
 1. Click on the Majors box
 2. Click on "+All Majors"
 3. Click on each appropriate degree program
 4. Click "Save"
 - c. Additional Information**
 - i. Career Goal – Optional, recommended for Career-Full Time, Career-Part Time, and Internship Applicants
 - ii. Job Preference – Optional
 - iii. Language Skills – Optional, encouraged if you speak more than one language
 - iv. Computer Skills – Optional, encouraged if proficient in computer software
 - v. **Allow Employers to View my Resume/Profile – Select "yes" if you want employers to be able to view and find your resume/profile on DragonJobs. This means employers could search for you and view your resume for positions they have open.**
 - vi. Other Information – Optional, for any information you would like employers to know that may not be in your resume
 - d. Control Information**
 - i. Student ID – Your MSUM Student ID. If you do not remember your ID, enter eight zeros.
5. Click on the "Register" button to send for approval. ***New accounts are generally approved within 1 business day. You may search for jobs before your account is activated, however, you won't be able to apply for jobs through DragonJobs until your account is active and you have a resume on file.**
6. If you have a completed resume to upload: On the following screen, click on "My Account" at the top left of the menu bar, then click on "My Documents". Click "Add" to upload your resume. You can update your resume as often as you like. ***Your resume will be reviewed by Career Development Center staff and you will receive feedback from us via email.** You can also upload other documents, such as alternate versions of your resume, cover letters, reference lists, schedules, etc.
7. If you do not have a resume, we can help! Resume tips and examples can be found at www.mnstate.edu/career/handbook.aspx.

If you have questions or need assistance, please contact us at 218-477-2131 or careers@mnstate.edu