



# Student Instructions

## Setting up an Account

### Registration

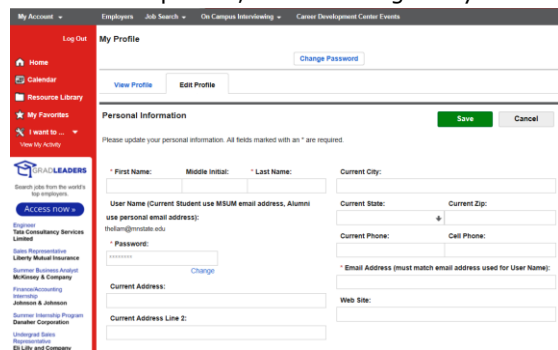
1. Go to [www.mnstate.edu/dragonjobs](http://www.mnstate.edu/dragonjobs)
2. Near the middle of the page, select "Student Login"



3. Enter your StarID and password. Please note you must be registered for classes before you can log into DragonJobs.
4. Complete your account:

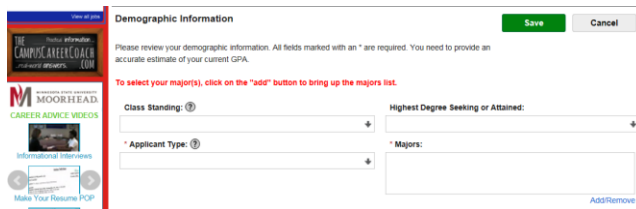
#### a. Personal Information

- i. Current Address, City, State – Your CURRENT address, where you presently reside
- ii. Current Phone – The best phone number for you to be reached
- iii. Cell Phone – If different from your Current Phone
- iv. Email Address – Your complete MSUM email address ([yourname@mnstate.edu](mailto:yourname@mnstate.edu))
- v. Web Site – Optional, but encouraged if you have a personal website highlighting your skills



#### b. Demographic Information

- i. Class Standing – Optional, but encouraged
- ii. Highest Degree Seeking or Attained – Optional, but encouraged.
- iii. Applicant Type – This indicates what type of job you are looking for. You can select multiple types of jobs by using the Ctrl button while clicking each type.
- iv. Majors – You can select multiple majors ("Undeclared" is an option)
  1. Click on the Majors box
  2. Click on "+All Majors"
  3. Click on each appropriate degree program (or "General Studies" if currently undecided)
  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
- vi. Other Information – Optional, for any information you would like employers to know that may not be in your resume

**Additional Information**

If you wish, you may specify a Career Goal. Please specify the types of jobs you are interested in. Specify whether you wish employers registered with our office who have access to the system to be able to see your Contact and Resume information. Provide any additional information you feel will benefit your job search that is not already in your resume.

Save Cancel

Career Goal:

Computer Skills:

Job Preference:

Allow Employers to View my Resume/Profile:  
 Yes  No

Language Skills:

Other Information:

- Click on the "Save" button to save your changes.
- You must upload your resume before you can search and apply for job opportunities in DragonJobs.** If you have a completed resume to upload: 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 our staff. You will then be informed of any suggested changes to improve your resume. If you need assistance building or would like someone to review your resume, please contact us at 218-477-2131 or [careers@mnstate.edu](mailto:careers@mnstate.edu)** For tips on how to create a resume, you can access our Job Search Handbook to assist with this process by going to our website at: <https://www.mnstate.edu/career/handbook.aspx?terms=Job%20Search%20Handbook> We also have hard copies available in our office located in Flora Frick 151.

#### Document Manager

Any documents you have uploaded are listed below. To view an existing document, click on the View link. To view documents, you must have Adobe Acrobat Reader, available free at [www.adobe.com](http://www.adobe.com). To update a document, click on the Update link. To add a new document, click on the [Upload Files] link. All resumes need to be uploaded and updated in Microsoft Word format.

If you are a student looking to apply for jobs that require a class schedule but you don't see the option to upload your class schedule make sure you have "Work Study (On Campus)", "Non-Work Study (On-Campus)", or "Student Employment (Off Campus)" selected as one of your options in the "Applicant Type" drop down menu in your profile. Remember that you can select multiple options in this menu. For further assistance please call (218)477-2131 or email [careers@mnstate.edu](mailto:careers@mnstate.edu).

Employment Related Categories

These are employment related categories.

Resumes **required** [Add](#)

Default	Document	Date Submitted	Action

- You can also upload other documents, such as alternate versions of your resume, cover letters, reference lists, schedules, etc.

**If you have questions or need assistance, please contact us at 218-477-2131 or [careers@mnstate.edu](mailto:careers@mnstate.edu)**