

## EMPLOYER REGISTRATION/LOGIN INSTRUCTIONS FOR MU CAREERCONNECTION

Career Services and the Internship Office both utilize CareerConnection to make connecting with MU students, graduating seniors, and alumni easy for you. While there are some differences in the way you connect with interns, the following instructions will make the process easy for you. If you do have questions about Internships contact 717-872-3774, or [ices@millersville.edu](mailto:ices@millersville.edu). For questions about jobs for graduating seniors or alumni contact 717-872-3312, or [careers@millersville.edu](mailto:careers@millersville.edu).

Click on the CareerConnection tab on the left side of the Experiential Learning and Career Management front page for specific instructions [www.millersville.edu/ices](http://www.millersville.edu/ices).

### Quick Instructions:

- **New users registration:** Click on “Click here to Register” and follow directions on that page.

**Note: Please remember to search to see if your organization is already in the database.** You will still be able to register as a unique contact and will be linked to any job you create. This will help us avoid duplications in the system.

- Complete all required \* fields as marked with an asterisk.
  - Click on the “Register” button.
  - After you click “Submit Profile” you will be on the MU CareerConnection home page.
- **Current users:** Enter your username and login (if you do not remember call us), click “Login”.
    - Forget your password? Click “Forgot your password?” link to have it reset and emailed to you.

After you have logged in you will be on the Home Page.

**TO ENTER A NEW JOB:** Go to **MU JOBS** on the toolbar Menu: Select **New Job** from the drop menu. Complete all required fields.

Under My Jobs- Job List, you can review the status of your job and the referrals students have made for non-internship positions.

Other toolbars are **Home, My Profile, and Sign Out**.

Under My Profile you can update Employer and/or Contact information by clicking on EDIT and SAVE.

On the left menu you will see: **Announcements; Calendar, Resource Library and Report a Hire**.

These will give you important information about our office and the system.

### Notes:

- Positions for graduating seniors and alumni automatically expire 60 days after they are posted unless otherwise requested. Internship positions remain active indefinitely unless otherwise requested.
- All companies and jobs will be released upon review. We do not post home-based positions.

**TO POST JOBS TO ALL FOURTEEN PA STATE SYSTEM OF HIGHER EDUCATION UNIVERSITIES GO TO:**  
[www.collegecentral.com/pasystem](http://www.collegecentral.com/pasystem).