



TecherLink User Guide Series

Part II

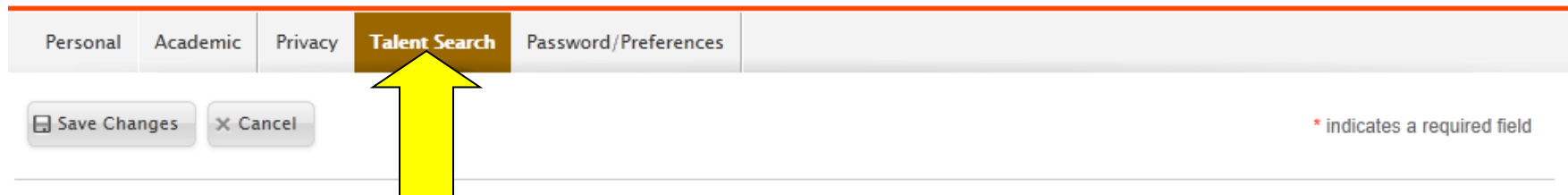
How to enable text messaging alerts, calendar synchronization and talent search options

Step 1: Log into your TecherLink account and click on the PROFILE tab. Once you are there, click on the PRIVACY sub-tab. This is where you are able to set up **Google Calendar (gmail) synchronization** as well as enable **text messaging alerts**.

- By syncing to our TecherLink calendar (red arrow), you will have up-to-date access to companies coming on campus, upcoming interviews as well as workshop and information session reminders.
- Text messaging alerts (blue arrow) can be sent to your phone for your personal interview appointments as well as workshops and information sessions for which you have RSVP-ed.
- By enabling Job Blasts (green arrow), you will receive an email once every two weeks with newly posted internships and full-time positions that you may be able to apply for.

The screenshot shows the 'Privacy' settings page in TecherLink. The navigation tabs at the top are Personal, Academic, Privacy (selected), Talent Search, and Password/Preferences. Below the tabs are buttons for 'Save Changes', 'Save Changes And Continue', and 'Cancel'. A note states '* indicates a required field'. The main content area is divided into sections: 'Receive Email Notifications*' (Yes/No), 'Include in Resume Books*' (Yes/No), 'Synchronizing Options' (checkboxes for Sync. Events in Calendar, Sync. On-Campus Interviews, Sync. Workshop RSVP, Sync. Information Sessions RSVP, Sync. Career Fairs RSVP, and Remove Archived/Deleted Items from synced Calendar), 'Enable Text Message Alerts*' (Yes/No), 'Receive Email Job Blasts' (Yes/No), and 'Sync Events from the system with your Google Calendar' (Authorize button). On the right, a 'Completion Status' sidebar shows: Personal Information, Academic Information, Privacy (with sub-items: Receive Email Notifications, Include in Resume Books, Synchronizing Options, Enable Text Message Alerts, Receive Email Job Blasts, Sync Events from the system with your Google Calendar), and Documents (0 documents uploaded). Annotations include a red arrow pointing to the 'Sync. Events in Calendar' checkbox, a blue arrow pointing to the 'No' radio button for 'Enable Text Message Alerts', a green arrow pointing to the 'Yes' radio button for 'Receive Email Job Blasts', and another red arrow pointing to the 'Authorize' button.

Step 2: Once you have completely filled out your privacy tab, continue onto the Talent Search tab. Talent Search is a place for employers to search for students that are qualified for their positions and this profile must be filled out in order to be considered. This is not the same as job postings and is not a replacement for applying to positions. It is another job search tool for you to utilize.



Onestop Talent Search Profile

Skills / Background

Area of Study:

- Accounting
- Agriculture
- Anthropology
- Apparel and Textiles

0 of 58 selected [show selected] [show all]

Language Proficiency:

- Afrikaans
- Arabic
- Armenian
- Basque

0 of 83 selected [show selected] [show all]

GMAT Score:

Work Authorization Countries:

- United States