OFFICE OF CAREER SERVICES
CHANGING LIVES. BUILDING FUTURES.

VAULT Alumni Users Guide

How to Register:
1. Visit the VAULT Career page.
2. Click on Log In. This is located in the top right hand corner of the screen.
3. Click on the Create my VAULT Profile button to proceed with your registration.

How to Login, in the Future:
1. Visit the Career Services page for Alumni, here.
2. Click on the link to VAULT.
3. Use your email address and password to login.

Benefits of VAULT:

1. **Get noticed by Employers:** Build out a myVAULT profile that helps you stand out when employers search for candidates on VAULT. Provide a summary about yourself, expected graduation date or professional experience, areas of interest, and anything else you want to include to market yourself.
2. **Save Companies**: You're able to save companies while on Vault. Doing so will not only help you retrieve information more easily, but VAULT's algorithms will then suggest similar employers and opportunities best suited for you, based on your profile.
3. **Create Job Alerts**: Set up job alerts to automatically receive emails about job listings. VAULT will curate job listings based on the criteria you specify in your job alert. All you need to do is select a job category and job type, add keywords, and choose a specific location.
4. **Set up Job Preferences**: You can enter your contact information, upload a résumé, and provide certain job related information about yourself. Setting job preferences can help you save time in filling out application forms for jobs you apply to through VAULT.

Have questions: Contact Career Services for assistance.