

eRecruiting Student Quick Start Guide

If you haven't found the answer to your question(s) through the Quick Start Guide, please feel free to email undergraduate.careerservices@yale.edu or call (203) 432-0800 for support.

Activate your account

1. Visit the eRecruiting log in page at <http://yaleucs.experience.com/>
2. In the **Username** field type your Yale email address
3. In the **password** field type the last four digits of your Yale student identification number

Update your profile/Change your password

1. Log in to your [eRecruiting](#) account
2. Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
3. Select the desired view. To change your password click on the **Profile** menu option
4. Click the **Edit** link at the top of the section you wish to edit
5. Click **Save** to store your profile changes

Join distribution lists

1. Log in to your [eRecruiting](#) account
2. Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar
3. Choose the **Administration** link and click the **Edit your Administration information** link
4. Click in the **Yes** field to receive emails from UCS
5. To select multiple careers from the menu hold down the **Ctrl** key while clicking on your selections
6. Click **Save** to store your profile change

Search for jobs and internships

1. Log in to your [eRecruiting](#) account
2. For quick, easy job searches, use the **1-Click Searches** on the **Home** page
3. Use the **Basic Search** to search by **Keywords**, **Job Function** and/or **Location**, or select one of the other searches in the **More Searches** section
4. After selecting your job search criteria, click **Search**

Upload your documents

1. Log in to your [eRecruiting](#) account
2. Select **Upload a Document** under the **Documents** tab on the navigation bar
3. Choose the document type on the **Upload a Document** page and click **Next**
4. Click **Browse** to select your document
5. Choose the correct document and click **Open**
6. Click **Upload**