ORANGElink
SYRACUSE UNIVERSITY

Quick Start Guide
Students

All Syracuse University students have an OrangeLink Account. If you haven't accessed OrangeLink visit orangelink.syr.edu and login with your *netid and password*.

Questions? Please contact orangelink@syr.edu for assistance.
Student site url: orangelink.syr.edu

MY ACCOUNT> PERSONAL AND ACADEMIC INFORMATION
· View personal, demographic, and academic information by clicking "My Account". Most of the data in your OrangeLink profile (such as address, phone number, school/college) is pulled directly from MySlice
· If there is incorrect information in your OrangeLink profile, you will need to edit the information in MySlice or go through the appropriate university process to change the information
· "Graduation Date" must be filled in the Academic section
Important: You MUST review and agree to save Student User Agreement within the Privacy section

UPLOADING DOCUMENTS
· View existing documents and/or upload new documents by clicking on "Upload Resume & Other Docs"
· Click [Add New] to upload a new document
· After clicking [Add New] enter a document title in the "Label" field
    · Select a "Document Type" (Resume, Cover Letter, Unofficial Transcript, Writing Sample, Other Docs)
    · Click on [Browse], select a file to upload and then click [Submit]
    · It is highly recommended to covert to a PDF prior to uploading
· To remove/delete documents and set default, select the 3 dots to the right

Employer Viewable Resume Books
· Employers with access to Resume Book(s) will have access to your resume only if you add your resume to the book
· Click the "Employer Viewable Resume Books" tab, then click [Select Resume Book] to view resume books for which you may be eligible
· Select the Resume Book(s) you wish to add your resume to and then click [Submit]
NOTE: If this is not working, go back and check your Personal Profile to ensure you have selected Yes "include in Resume Books."

UPCOMING EVENTS AND DEADLINES
Find and RSVP
· Select "Career Fairs, Workshops & Information Session," then select the appropriate tab for Career Fairs, information Sessions, or Workshops
· Find the event you are looking for, click on the title for more information and select the [RSVP] button to attend
· Once you have submitted your RSVP, the button will convert to [Cancel RSVP] in the "RSVP" column

Calendar and Deadlines
· Stay up-to-date on career related events and resume submission deadline dates by viewing the OrangeLink calendar
· You may view the calendar in the Day, Week, Month, or Year format

EMPLOYER DIRECTORY

· View information about employers by clicking "Employer Directory"
· Search for specific organizations by: Industry, Locations, Keywords
· View an employer overview, events they are attending and available positions by clicking on an employer name
· To add an employer to your list of "Favorite Employers" click on the star icon
  · View a list of preferred employers by clicking on "Favorite Employers"

APPLY FOR INTERNSHIPS/JOBS

OrangeLink Job Postings

· View postings by clicking on the "Jobs/Internships" tab on the side bar and then click on the "OrangeLink Job Postings"
· To do a key word search for jobs/internships simply add a job title, or keywords that would be in a job description (i.e. Social Media, JAVA, or Real Estate)

Advanced Search

· If you receive too many internships or jobs to review, you can refine your search by clicking on "Advanced Search"
  · *Keep it simple, the more fields you enter data in the fewer results you will get*
· Mark a job/internship as a "Favorite" by clicking on the "Add to Favorites" star icon on the left of the position title. View all favorite jobs under the "Favorites" tab
· Review position description, resume submission deadline, how to apply, and more by clicking on the position title
· To apply through the system, select the desired documents (resume, cover letter, and writing sample) and attach them to your application
· Use the Notes section to write a brief introduction or cover letter if you are not able to attach one
· When you have attached all the documents and written any notes, select [Submit] to complete your application

Save a Job Search

· To search by multiple criteria click the "Advanced Search" tab then select your specific criteria
· To Save a particular search, click Saved Searches and name the search while the results are still showing
· Run the search by clicking the name of the search.
· Enable a Search Agent by clicking [Schedule], and then selecting "Yes"
· Any saved search can be sent via email, just select the frequency you would like to receive the email

INTERVIEWS

· Details about on-campus interviewing (OCI) interviews can be reviewed by clicking "Interviews"
  · When you schedule an on-campus interviews through OrangeLink, it will be listed in the "Scheduled Interviews" tab. Each interview will show the date, position, employer, time, and location
  · The "Pending Interviews" tab is a listing of the OCI positions you have applied to
· Submitted applications for non OCI positions, can be viewed within the "Jobs/Internships > My Job Applications"

REGISTER AN INTERNSHIP FOR CREDIT

· On the Home page under "Shortcuts" click on "Register a Credit/SOM3031Internship"
· Click on "Add New Experience", then complete the Internship Learning Information and click "Submit"
· NOTE: Selecting "SAVE AS DRAFT" does not submit your request, it only creates a draft
· Download the SU internship proposal/agreement form at:
· http://www.syr.edu/registrar/forms/Internship_Proposal-Agreement.pdf or go to Career Services to pick up a proposal/agreement form
· Return the completed form with all the required signatures except for the *College Undergraduate/Graduate Office Signature* to Career Services