LOG-IN
Go to http://careers.osu.edu/students/ and click on “Buckeye Careers Network” on the right side. Locate the first heading labeled “Buckeye Careers Network.”

- **Currently Enrolled Students:** Click on “Current Student Access” and enter your OSU credentials: name.# and password.
  
  *Forget your password? Go to http://my.osu.edu to reset your password. This will reset your password across all Ohio State systems that use name.# as a log in credential. If prompted to complete a form after attempting to log in, contact careerquestions@osu.edu instead of registering.*

- **Alumni:** Click on “Alumni Access” and enter your username and password, or register for a new account if you do not have one. You are eligible to use the system for one year past graduation.
  
  *Forget your password? Choose the “Forgot Password” tab on the log in screen.*

NAVIGATE THE HOMEPAGE – Home tab

- Quickly advance to other sections of Buckeye Careers Network (BCN) using shortcuts.
- View announcements, system alerts, and send questions and feedback to the BCN manager.

BUILD A PERSONAL PROFILE – Profile tab

- Review your demographic and academic profile and complete any missing information. Most information is pre-populated from the Student Information System.
- Go to the Privacy sub-tab to choose to be a part of an opt-out resume book; this makes you searchable to employers (see the Document Library for more info).

STORE AND RETRIEVE KEY DOCUMENTS – Documents tab

- Upload resumes, cover letters, portfolios, writing samples, or other supporting documents. (Be sure to utilize campus career services resources to have your resume critiqued!)
- Choose to be a part of an opt-in resume book, which makes you searchable to employers based on more specific criteria, such as career interest or major (see the Document Library for more info).
- Update your Portfolio sub-tab to include information you would like employers to see about you.

LEARN MORE – Resources tab

- Career Explorer taps into the Department of Labor’s O*Net site to give you additional info about industries and career families.
- Check the Document Library for helpful items related to using BCN.

FIND A POSITION – Jobs/Internships tab

- Posted by Buckeye Careers Network are those posted by Ohio State; Posted by NACElink Network are opportunities pulled in from a job aggregator. These employers have no direct relationship to BCN.
- You’ll see all positions posted in BCN; this includes position postings from other colleges/campuses.
- Create a Search Agent to automate searches you perform on a regular basis.
**RESEARCH EMPLOYERS – Employers tab**

- You’ll see all the employers who have an account in the entire BCN, regardless from what college the employer generally recruits. Find employers by keyword, industry, location, or A-Z index.
- Create a list of favorite employers and view contact information for select recruiters.

**IN-PERSON OPPORTUNITIES – Interviews tab**

- View requests from employers to interview you (applicable only for On-Campus Recruiting positions).
  
  If you are unsure whether or not a position you applied for is an on-campus recruiting position, contact careerquestions@osu.edu.

**ATTEND CAREER-RELATED EVENTS – Events tab**

- View upcoming events such as workshops, career fairs, and employer info sessions; this may not be a complete list, so be sure to review your college’s website and frequently visit [http://careers.osu.edu](http://careers.osu.edu).

**MANAGE IMPORTANT DATES AND PERSONAL EVENTS – Calendar tab**

- Browse upcoming events and maintain your own personal event calendar.

**CONTACT INFORMATION**

- **Technical Assistance with Buckeye Careers Network**
  
  Megan Miller, Buckeye Careers Network Systems Manager
  
  P: (614) 292-1255
  
  E: careerquestions@osu.edu

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The Buckeye Careers Network is Ohio State’s university-wide online resource to connect currently enrolled students with employers for jobs, internships, co-ops, and career opportunities. Buckeye Careers Network is part of the Buckeye Careers program that offers career development, support and resources - from selecting a major to starting a career - for all Ohio State students.

*Last updated 8/11/14*