



OleMissLaw CSO Student Guide

Access the system at: [OleMissLawCSO](#)

New Users - Registration: If you are not a current user, click on “Click here to Register!” and follow the directions on that page.

- Click on the “**Click here to Register!**” link.
- Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk.
- Click on the Submit Profile button.

Submit Profile

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within **48** hours, please contact our office at **662 915 3421**.

Existing Users: Log into system using your User name and Password

Update your profile

- Put your cursor over **My Account** and select **My Profile**.
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link or on the tabs at the top of your profile to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

NOTE: The more detailed your profile, the better we will be able to assist you.

Upload your documents

- Put your cursor over My Account and select My Documents.
- Click on the [Upload File] link.
- Click the Browse button to find your document.
- Select the correct document and name it.
- Click the Upload button.

NOTE: When uploading more than one document, make sure to designate a resume is your default resume. When applying for jobs, the system automatically selects the default resume unless you indicate otherwise.

Searching for Jobs

- Put your cursor over Jobs and select Job Listings.
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply.

Saving Jobs

- You can save jobs to your favorites by clicking on the Add to Favorites button in the job profile.
- You can also save jobs by clicking the grey star icon next to the job record in the search results.
- Click on My Favorites on the left navigation bar to see your favorite jobs. A yellow star will be displayed next to jobs you have saved, and a green star will appear next to jobs that you have saved and have submitted your resume to.

On Campus Interviews

To submit resumes to employers who will interview on campus, click **On Campus Interview Schedules** on the top gold bar.

Tab names:

Submit Resumes/Sign up for Interview Time takes you to a list of employers whose resume submit dates are now open. Later, if selected for an interview, you will use this tab to select an interview time.

IMPORTANT: BEFORE SUBMITTING ANY MATERIALS, CLICK ON THE JOB LISTED UNDER “LINKED TO JOB” FOR SPECIFIC INSTRUCTIONS REGARDING APPLICATION MATERIALS.

To submit your resume and other materials to an employer, click on the job title and then the Request Interview button. You will upload the requested documents and select Request Interview

View All Upcoming Interview Schedules takes you to a list of all interviewing employers – those accepting resumes now and those accepting in the future. You may view the dates each one begins accepting resumes by clicking on the employer name.

NOTE: You may submit resumes only from the Submit Resumes/Sign up for Interview Time tab. You must have all requested application materials uploaded before you are able to apply for an interview.

Please also note that all employers participating in on campus interviews prescreen applicants. You will be notified via email whether you Accepted for an interview or Not Accepted. Only those students who have been selected by the employer (accepted) will be able to sign-up for an interview.

If you have been accepted, a link on your Home Page Task List will direct you to the schedule where you may sign up for an interview time.