



How to Use Eagle Opportunities

Career Services
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Login to EAGLE

- Go to the Career Services webpage: <http://www.uwlax.edu/CareerServices> and click on “**Student Login**” at the top of the page. This login link appears at the top of each page of the Career Services website. Your username is your student ID number and your default password is the last four digits of your ID number.

On the EAGLE Home Page

- Links on the Main Menu for: **Home, My Account, Employers, Internships & Jobs, Career Events, Additional Resources, and Sign Out.**
- Announcements: Provides Career Services’ notices and current information.
- Left margin menu provides convenient shortcuts to the Calendar, Resource Library, Favorites, Saved Searches and other features.

My Account

- **My Profile:** Tabs allow you to edit: **Profile View, Personal Information, Demographic Information, Additional Information, and Miscellaneous Information.** Click [Edit] in any section to enter your information into the fields.
- **My Documents, Reports & Resumes:**
Resumes: In the RESUMES box, click [Upload File] to upload your resume into the system. Your resume will remain “pending” until it is accepted by a Career Services staff member (usually within 24 hours).
Internship Progress Reports: In the Coop/Internship Work Progress Reports *(NOT RESUMES!)* box, click [Upload File] to upload your report into the system. This process will be explained further when you get an internship.
- **My Activity:** This will allow you to see your referrals (where you have applied), placements (jobs and/or internships), schedules (interviews), and RSVPs.

Employers

- When you click on Employers, you will be taken to a page where you are able to search for employers by **Organization Name, City, Majors, Employer ID, or State.**

Internships & Jobs

- **Job Search:** Select **Part-time Seasonal or Student Job, Entry-level Job** or **Experienced Job** in the Position Type field and select one or more **Job Categories** (not Majors). To search multiple job categories, hold down the control key while selecting categories.
- **Internship Search:** Select **Internship** in the Position Type field. Use the Job Category and/or Major fields when searching for internships. To search multiple job categories, hold down the control key while selecting categories. Selecting more than one category will produce more results. To enter your major(s)/minor(s), click on **Add/Remove** and select from the list.
- On the results page of your job or internship search, you will first see **UW-L Eagle Opportunities Jobs.** Additional job streams are available from national resources on other tabs.

- Watch for the orange and blue icons on the search results page – These icons will tell you if an employer will be on campus for a career event or on campus interview
- To see more information about a position, simply click on the Position ID or the Title. Instructions on how to apply will be included for each position listed.
- **Time Saving Tip:** Use the “**Save Search**” link on the results page to save your search as a quick link on your Eagle homepage or use the “**Create Job Agent**” link to receive an email when new positions are added that match your saved search.

Career Events

- Lists upcoming events sponsored by Career Services. Here, you can click on the name of the event that you are interested in to learn more.
- You can also select “**View Employers Attending**” from this page or “**Search Employers**” from the main Career Events page to search the employers attending the fair based on criteria you enter (Organization Name, Location, Majors, and Job Categories). This will show you the most current list of employers attending the event in these areas.

Additional Resources

- **Career Insider:** A comprehensive career resource which includes industry career guides, career profiles, industry research, 3,500+ company profiles, 1,100+ career advice articles, and a message board.
- **Going Global:** Allows you to search for jobs or co-op/internship positions worldwide and includes great tips on job search and location information for sites throughout the world.
- **Graduate School Guide:** Search for graduate schools by program and location and get helpful guides for the application process.
- **Perfect Interview™** (available online or in the Career Services office): Loaded with over 1,500 interview questions and answers, Perfect Interview™ challenges you with compelling interview questions through a computer screen and captures your responses on video. Targeted interviews are also available for several majors/occupations.

Sign Out

- Keep your account secure! Remember to **log out of the system!**