

# Student Guide

University of Wisconsin-La Crosse

## EAGLE OPPORTUNITIES

Career Services  
608.785.8514  
[career@uwlax.edu](mailto:career@uwlax.edu)

Financial Aid Office  
608.785.8613  
[FAOJobBoard@uwlax.edu](mailto:FAOJobBoard@uwlax.edu)

### Login to EAGLE

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- Go to the Career Services webpage: [www.uwlax.edu/career-services](http://www.uwlax.edu/career-services) and click on Eagle Opportunities “**Students**” link at the top of the page. This login link appears at the top of each page of the Career Services website and on the Financial Aid Student Employment website at [www.uwlax.edu/finaid/Student-employment](http://www.uwlax.edu/finaid/Student-employment).
- Your username is your student ID number. First time users will have a temporary password emailed to them at their UWL email address. The temporary password will be sent immediately and users will be prompted to set new a password when they login for the first time.

### On the EAGLE OPPORTUNITIES Home Screen

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

### My Account

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- **My Profile:** View and edit your profile including your contact information, password, privacy settings and employment or internship preferences. Click Edit Profile to make changes to this information.
- **My Resumes, Reports & Documents:**  
**Resumes:** In the RESUMES box, click Add 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, Monday-Friday).  
**Internship Progress Reports:** For students doing internships through Career Services, click “Add” to upload your report in the Coop/Internship Work Progress Reports section.
- **My Connections:** Link your Eagle Opportunities account to your Facebook and LinkedIn accounts to quickly see contact associated with specific employers.
- **My Activity:** This will allow you to see your referrals (where you have applied), placements (jobs and/or internships), schedules (interviews), and RSVPs.
- **My Assessments:** If activated for your account, you can complete an assessment or see results.

### Employers

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- When you click on Employers, you will be taken to the basic search page. Click the Advanced Search link for more search options.

## Internships & Jobs

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- When you click on the Internships & Jobs menu, you will be taken to the basic search page. Initially, all jobs in the system will load on the page below the two search fields (Position Type and Job Category). All active jobs and internships are searchable by Position Type and Job Category on the Basic Search. Position Types available are:
  - **Part-time, Seasonal or Student Job**
  - **Internship**
  - **Entry-level Job (0-2 yrs exp)**
  - **Experienced Job (2+ yrs exp)**To search by field or functional area of each position, you can also search by Job Category. You can multi-select in both the Position Type and Job Category fields.
- For additional search options, click the **Advanced Search** link.
- Your search results will appear directly below the search fields, in the **UWL 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. Those 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, 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 **“Email me New Jobs for this Search”** link to receive an email when new positions are added that match your search.

## Career Events

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- Lists upcoming events sponsored by Career Services. Click on the name of the event that you are interested in to learn more.
- You can also click the **“View Employers”** button for each career fair to see the list of employers registered for that fair. This list is updated in real time as employers register.
- If an event requires you to register in advance, you can click on the event name to register.

## Additional Resources

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- **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.
- **Interview Stream™** (available online or in the Career Services office): Loaded with over 1,500 interview questions and answers, Interview Stream™ 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.

## Log Out

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