Student Guide to Career Services Online
Access the Employment Resource Center website: www.lwtech.edu/erc

New Users – If you have not already registered, click on: “Register for Career Services Online”

Existing Users – If you have already registered your profile, log into the system using your current Student ID number (SID) and Password you created when you registered

To Search for Jobs, Internships/Co-op and Work-Study Opportunities
- Put your cursor over “Jobs” and scroll down to select “Job Search”.
- On the Job Search results page, click “Advanced Search” and fill in the search criteria to narrow down your job search.

Email Job Notices
Through the CSO system you can receive emails whenever CSO receives jobs that are in your area of interest. To set-up your job notice emails:
- On the “Advanced Search” page, under “Related LWIT Majors” click on “Add/Remove”, select the LWIT programs that interest you, and press “Search”.
- At the top center of the search results page, click on “Email me New Jobs for this Search”.
- Enter a name into the “Save Job Agent” pop-up box.
- The Job agent will send you an e-mail when any new/updated jobs matching your search are available
- By changing the search criteria, you can create many different job agents!

To Update Your Profile
- Put your cursor over “My Account” and select “My Profile”.
- Each section of the Profile has an [Edit] button. Click on this button to edit fields within the section.
- Under Additional Information, Select “Allow employer viewing” if you wish employers to view your information when they search the student database

To Upload Your Documents – (Resume, Cover Letter, etc.)
With a resume loaded, you can apply for jobs through the CSO System:
- Put your cursor over “My Account” and select “My Documents”
- Click on the “Add” link