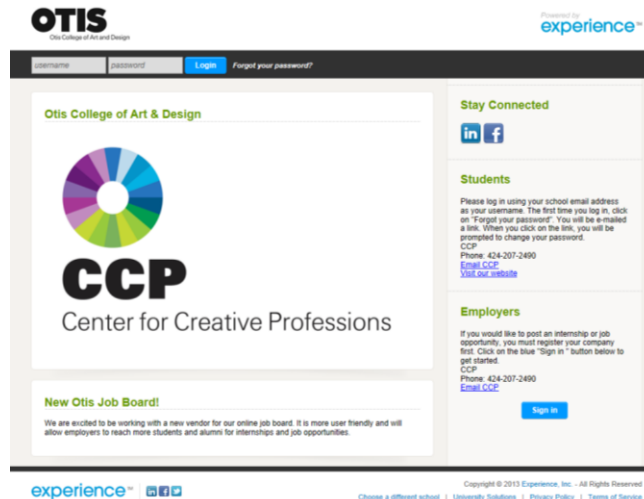


Student Guidelines on Navigating Through Experience

1. Go to www.otis.experience.com



2. Type in your Otis email address, such as jappleseed@student.otis.edu . Type in your password. If you do not know your password, please click on the 'Forgot your password?' link.

This is a close-up of the login form. It features a dark grey background. On the left, there's a text input field containing the email address 'jappleseed@student'. To its right is a password field with masked characters represented by dots. Further right is a blue 'Login' button. To the right of the button is a link that says 'Forgot your password?' in a lighter color.

3. Once you log in, you will enter the home page with boxes labeled "Jobs & Internships" and "One-Click Searches." Check off the "Show only jobs from my CCP" for jobs posted solely by the Center for Creative Professions.

The screenshot shows the user's dashboard after logging in. It is divided into two main columns. The left column is titled 'Jobs & Internships' and contains a form with filters. The 'Opportunity Type' section has radio buttons for 'Job' (selected) and 'Internship'. Below this is a 'Keywords' text field, a 'City' text field, and a 'State' dropdown menu currently set to 'All States'. At the bottom of this section are two checkboxes: 'Show International opportunities only.' and 'Show only jobs from my CCP'. A 'Search' button and a link to 'More search options' are at the bottom. The right column is titled 'One-Click Searches' and contains a heading 'Your school has created the following 1-click searches to help you in your job search.' followed by a list of links: 'Newest Opportunities', 'Freelance Jobs', 'Full Time Jobs', 'On Campus Jobs', 'Part Time Jobs', and 'Virtual Internship Fair'.

Looking For Internships	Looking For Full-Time/Part-Time/On Campus Jobs
<ul style="list-style-type: none"> In the one-click search, click on “Virtual Internship Fair” For a more specific search, go to the Jobs & Internships box. Select the opportunity type, and then type in a keyword of what you are searching for (i.e. product design, fashion, toy). 	<ul style="list-style-type: none"> On the one-click Searches box, hit whichever link applies to your search For a more specific search, go to the Jobs & Internships box. Select the opportunity type, and then type in the keyword what you are searching for (i.e. product design, fashion, toy).

4. For an even more specific search, the “Narrow Your Results” box on the search results page can make your job searching easier.

Narrow Your Results

☒ By Date Posted

☐ Today(5)

☐ Past 2-7 Days(110)

☐ Past 1-4 Weeks(351)

☐ Past 1-3 Months(34)

☒ By Experience Level

☐ Less than 1 Year(340)

☐ 1-5 Years(162)

☐ 6+ Years(1)

☒ By Job Status

☐ Accepting applications(500)

☒ By Opportunity Type

☒ By Industry

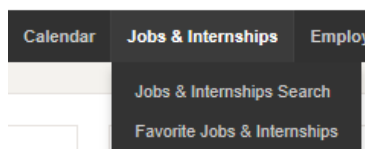
☒ By Job Function

☒ By Network

☐ Experience Network(497)

☐ Otis(3)

5. Another opportunity to search for Jobs and Internships is by going to the Jobs and Internships tab in the links bar.



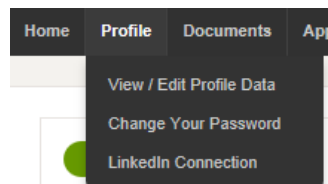
6. Click the Jobs & Internships Search

The screenshot shows the OTIS College of Art and Design website. At the top, there is a navigation bar with links: Home, Profile, Documents, Applications, Calendar, Jobs & Internships, and Employers. A user is logged in as 'Lisa', with 'Sign Out' and 'Help' links. The main heading is 'Search for Jobs & Internships'. On the left, there are two sections: '1-Click Searches' with links for Newest Jobs, Freelance Jobs, Full Time Jobs, On Campus Jobs, Part Time Jobs, and Virtual Internship Fair; and 'Your Saved Searches' with a message about creating search agents. Below these is a 'LinkedIn & experience' section with a 'Connect Accounts' button. The main search area is titled 'Basic Search' and includes a search bar, 'Opportunity Type' (Job selected, Internship), 'Keywords', 'Job Function' (a dropdown menu with various roles like Not Specified, Account Management/Planning, etc.), 'City', 'State' (All States), and a 'Search' button. There is also a checkbox for 'Show International opportunities only'.

7. Follow the on-screen instructions

Editing Your Profile

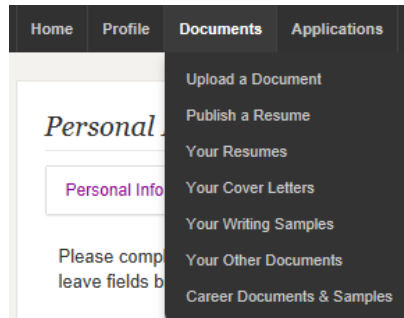
1. Click on the Profile tab in the links bar.



2. To edit the information that employers and others on Experience can see, click “View/Edit Profile Data.” From there, you can edit your information accordingly.

Uploading Your Resume and Cover Letter

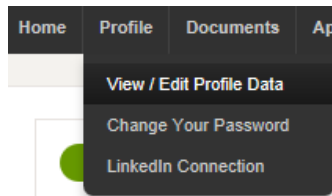
1. Click on the Documents tab in the links bar



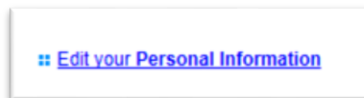
2. According to what you would like to accomplish, you can click on any of the links.
3. Follow the on-screen instructions in order to accomplish anything you desire to do.

How to Add a Link to Your Portfolio

1. Scroll over the "Profile" tab and select the "View/Edit Profile Data" link.



2. On the "View/Edit Profile Data" page, scroll down and click on the "Edit Your Personal Information" link.



3. Scroll down to the "Web Address" cell and type in the link to your portfolio.

