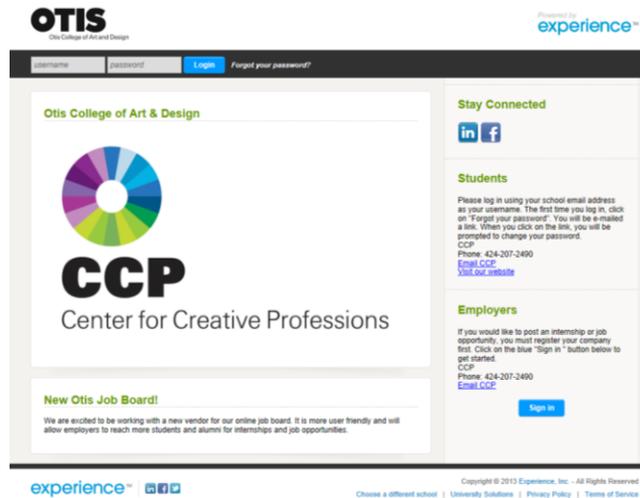


Student Guidelines on Navigating Through Experience

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.



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.

<h3>Jobs & Internships</h3> <p>Opportunity Type: <input checked="" type="radio"/> Job <input type="radio"/> Internship</p> <p>Keywords: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text" value="All States"/></p> <p><input type="checkbox"/> Show International opportunities only. <input type="checkbox"/> Show only jobs from my CCP</p> <p><input type="button" value="Search"/> More search options</p>	<h3>One-Click Searches</h3> <p>Your school has created the following 1-click searches to help you in your job search.</p> <ul style="list-style-type: none">» Newest Opportunities» Freelance Jobs» Full Time Jobs» On Campus Jobs» Part Time Jobs» Virtual Internship Fair
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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.



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

OTIS
Otis College of Art and Design

Welcome, Lisa Sign Out Help

Home Profile Documents Applications Calendar **Jobs & Internships** Employers

Search for Jobs & Internships

1-Click Searches

Your school has created the following 1-click searches to help you in your job search.

- [Newest Jobs](#)
- [Freelance Jobs](#)
- [Full Time Jobs](#)
- [On Campus Jobs](#)
- [Part Time Jobs](#)
- [Virtual Internship Fair](#)

Your Saved Searches

You have not created any search agents yet. To create a search agent, run a search then click the link to "Save Your Search".

Basic Search

Search for opportunities below, or choose one of the search options on the left.

Opportunity Type:
 Job Internship

Keywords:

Job Function:

- Not Specified
- Account Management/Planning
- Accounting/Auditing
- Actuarial
- Administration
- Administrative/Support Services
- Advertising
- Advocacy
- Analyst
- Animal Care

City: **State:**

Show International opportunities only.

Search

LinkedIn & experience

Use your network to help you land opportunities.

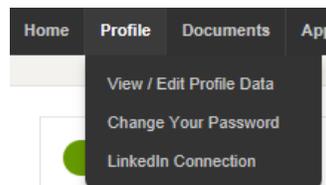
Connect your Experience and LinkedIn accounts. Never used LinkedIn? [Learn more](#)

Connect Accounts

7. Follow the on-screen instructions

Editing Your Profile

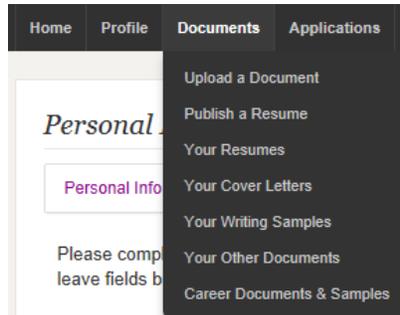
1. Click on the Profile tab in the links bar.



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

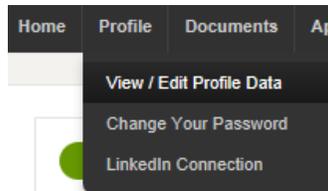
1. Click on the Documents tab in the links bar



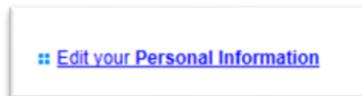
2. According to what you would like to accomplish, you can click on any of the links.
3. Follow the on-screen instructions in order to accomplish anything you desire to do.

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.

