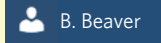


To access Connect2Careers, powered by Handshake

1. Log into MyBSU or MyNTC portal
2. Hover above your name on the top left corner



4. Click "STUDENT ACCESS"

BSU/NTC STUDENT
ACCESS CLICK HERE

5. Enter your StarID & Password
6. Complete your profile. You will be using your firstname.lastname@live.bemidjistate.edu for your ConnectCareers/Handshake Account

SEARCH FOR JOBS

Once you have your profile complete, you may search for jobs. Select the "Jobs" tab to begin your search!



PRO TIP: You can always go back and make changes to your profile or add additional information about your experiences and/or involvement.

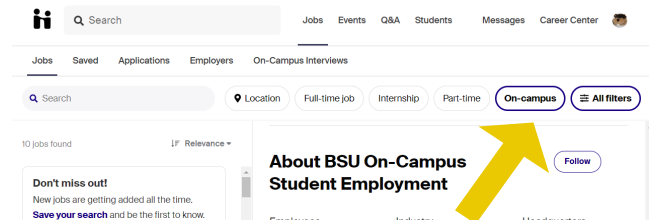


FIND ON CAMPUS EMPLOYMENT

To see who is hiring select the "On-Campus" button and the departments who have positions posted will show.



PRO TIP: Check with Financial Aid if you are work study eligible!



TO APPLY Apply

Click the red APPLY button. See what documents the department requires.

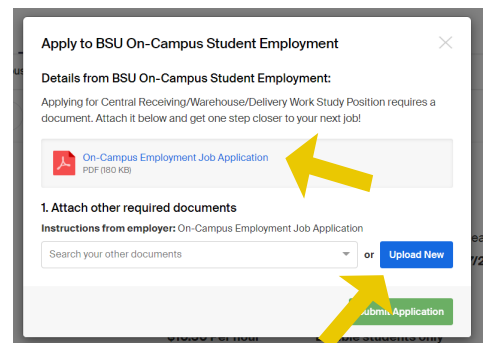
GENERAL APPLICATION

Download the *On-Campus Employment Application* by selecting the blue hyperlinked document. Save the PDF on your computer, and fill out the PDF completely and re-save.

RESUME If you have a resume or need to create one, visit our [Job Search](#) tab on our website for tips and examples. Uploaded resumes will be critiqued by a Career Services within 3 business days. This won't prohibit you from submitting your application now.



PRO TIP: If you want your application or resume reviewed by Career Services prior to submitting them, you can: upload your documents into the "Documents" tab, drop by Resumes on the Run, or email them to career@bemidjistate.edu or career@ntcmn.edu.



UPDATES TO YOUR ACCOUNT

Use the drop down box under your initials or photo to:

- Add or update documents
- Make changes to your profile
- Check your application or interview status

