

Career and Employment Services
Guiding You from College to Career
Kansas State University

Once you have completed all required fields click **Continue**

Continue

Profile View Personal Information Demographic Information Additional Information [Edit]

ACTIVATE AND UPDATE YOUR CES ACCOUNT

For the current academic year, you will need to activate and update your CES account profile and demographic information (instructions below).

- Activating and updating your account will take about 2-4 minutes.
- Please remember to update your resume and re-upload it into your CES account so that we can keep you connected to jobs and employers with current information!

- Review your **personal information**. Click on the [Edit] link to make any changes.
- Complete your **demographic information**. Click on the [Edit] link to complete or make changes.
- Complete the **additional information**. Click on the [Edit] link to make changes.
 - Submit your **Profile** by clicking the [Continue] button at the top or bottom of the screen. You will be asked to verify your release of information. You will only need to do this once.
- Don't forget to **upload your resume** under "My Account" > "My Documents" so that you can apply for jobs online and sign-up for on-campus interviews.

Click on [Print Forms] above after you have completed and saved your profile to see what profile information employers can view.

*First Name: Sophie
*Last Name: Wall
*Permanent Address Line 1: 123 Street
Permanent Address Line 2:
*Permanent City: Manhattan
*Permanent State: KS
*Permanent Zip: 66503
Perm Country: United States
*Permanent Phone: 785-555-5555
*Local Address Line 1: 123 Street
Local Address Line 2:
*Local City: Manhattan
*Local State: KS
*Local Zip: 66503
Country: United States
*Local Phone: 785-555-5555
Cell Phone:
*Email: dsncms@ksu.edu
Professional Portfolio Website: [Edit]

Demographic Information [Edit]

Please review your demographic information. Click on the [Edit] link to make any changes.

*Classification:
*Graduation Month:
*Graduation Year:
Overall GPA: 0.0000
*Degree: Bachelor
*Major(s): AS-SIU-Biology
BA-MBA-Master of Business Administration
ED-EDBUS-Secondary Education Business
EN-IS-Information Systems
EN-SE-Software Engineering
EN-CPEN-Computer Engineering
EN-CS-Computer Science
Work Authorization: Full work authorization (US Citizen/Perm Resident)

Additional Information [Edit]

Allow Employer Viewing determines whether your profile and resume will be directly available to employers.

- Select YES: your profile and resume will be viewable by employers searching for qualified candidates.
- Select NO: your profile and resume will only be viewable when you apply for a job or interview within this system.
- Click on the [Print Forms] button at top of screen to see an employer view of your profile information.

After you submit your profile, remember to upload your resume so that you can apply for jobs and sign up for on-campus interviews.

*Allow Employer Viewing: Yes

When you login to your CES account, you will be prompted to review and complete your profile information.

- See instructions for activating and updating your account in red at the top of the profile view screen.

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Once you have completed all required fields click **Continue**

Continue

Profile View **Personal Information** Demographic Information Additional Information

Please update your personal information. All fields marked with an * are required.
Once you have completed making changes click **Save** at the bottom.

Save Cancel

*First Name: Dawn
Middle Name:
*Last Name: Test-Wall
*Permanent Address Line 1: HOLTZ HALL
Permanent Address Line 2:
*Permanent City: Manhattan
*Permanent State: KS
*Permanent Zip: 66506
Perm Country: United States of America
*Permanent Phone: 785-532-6506
*Local Address Line 1: Holtz Hall
Local Address Line 2:
*Local City: Manhattan
*Local State: KS
*Local Zip: 66506
Country: United States of America
*Local Phone: 785-532-6506
Cell Phone:
*Email: @ksu.edu
Professional Portfolio Website ? :

Save Cancel

- You will need to review all of your contact information and make appropriate changes. Click **SAVE**.
- Employers cannot contact you without accurate information.

- Review and complete your demographic information. Click SAVE.

PLEASE NOTE: If you click the "Continue" button on the initial profile screen WITHOUT having edited your demographic information, you will receive a message noting that you have not completed all required fields. You must click "OK" and edit the profile and demographic sections and click SAVE.

The incomplete fields are NOT highlighted at this point; you will need to click "Edit" on each section and save changes.

If you forget a field within the section, a message appears that you need to complete required fields with the word "required" in red to the right of the field.

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Quick Links
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Once you have completed all required fields click **Continue**

Continue

Profile View | Personal Information | Demographic Information | Additional Information

Personal Information [Edit] AG

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- Don't forget to **upload your resume** under "My Account" > "My Documents" so that you can apply for jobs online and sign-up for on-campus interviews.

Click on [Print Forms] above after you have completed and saved your profile to see what profile information employers can view.

- Once your profile is complete, you need to click the CONTINUE button at the top of the profile view screen.

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Scrolling text to remind students to upload their resume

REMEMBER TO UPDATE YOUR RESUME AND RE-UPLOAD IT INTO YOUR CES ACC

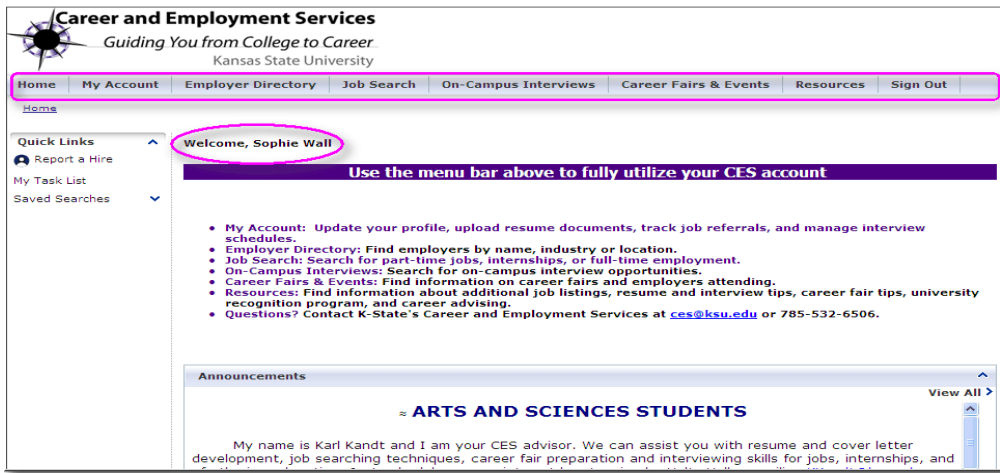
Congratulations! Your profile is now complete.
Click the "Submit Profile" button below to verify your Release of Information and to begin using your account.

- By clicking the "Submit Profile" button and selecting "Yes" to employer viewing on the previous screen, you are authorizing the director and staff of Career & Employment Services at Kansas State University to release your profile information and resume to prospective employers.
- If you selected "No" to employer viewing on the previous screen, CES will not release your information to prospective employers. This means that your resume and information will not be forwarded to employers when they are requesting resumes of potential job candidates.
- By submitting your profile:
 - You agree that you have verified all contact and academic information and made appropriate changes, and that all information is truthful to the best of your knowledge.
 - You agree that you have read and understand [Career & Employment Services' Privacy Policy and Terms of Use](#).

Please note that you can obtain a copy of the information which employers can view on your profile by clicking the "Print Forms" button at the top of your profile.

Submit Profile

- After you click the "Continue" button at the top of the profile view/previous screen, you will see the Release of Information/Completed Profile screen.
- Click "Submit Profile".



- Once you click the "Submit Profile" button on the previous page, you will be able to access your CES account with the familiar navigation/menu bar.