

# SHIP Career Connection

## Alumni Reference Sheet

### Access SHIP Career Connection

1. Go to [www.ship.edu/career](http://www.ship.edu/career). Click **SHIP Career Connection – Online Job/Volunteer Board and Career Management System** and under Alumni click **alumni login page**.
2. Click **Sign Up** on the right side of the page to register for a new ALUMNI account.
3. Create a unique Username (it does not have to be a “student ID”).
4. Enter the temporary password: **SHIPCCEC**. Click **Go**.
5. Complete the registration information. *Leave “School Address” information fields blank.* Click **Submit**.
6. You will receive an automatic message “Thank you for your interest. Your registration has been received and someone will contact you shortly regarding this registration.”
7. Once your registration has been reviewed and approved (within 48 hours), you will receive an automatic email with your Username and prompt to set your password.
8. Click on the link in the email to reset your password. (**Note: This link will expire in 24 hours.**) Set a new password and confirm. Click **Save**.
9. Before accessing **SHIP Career Connection** features, you must complete a few required sections in **My Account**. Click **Save Changes and Continue**. Once complete, you may then begin to use the system.

### View My Documents

1. Click the **My Documents** tab on the left-hand side of the page. Click **Add New**. Upload career related documents (resume, cover letter, etc.)

### View Jobs and Internships

1. Hover over the **Jobs** tab on the left-hand side of the page and choose one of the following options:
  - a. **SHIP Career Connection Jobs** are posted specifically to SHIP students/alumni. (You can view job/internship/volunteer postings that have been added to SHIP Career Connection by registered employers.)
  - b. **NACELink Network** are job posted nationally through NACELink.

### View Employers

1. Click **Employers**. This tab provides you with the chance to search for and view employers and contacts in **SHIP Career Connection**. When viewing specific employer information, click **Add to Favorites** link (right side of page), to save specific employers or contacts, which you may convert into an Excel spreadsheet for later use.

### View Events and Workshops

1. Click the **Events** tab on the left-hand side of the page. Select the type of event you are interested in learning more about: **Career Fairs**, **Information Sessions**, or **Workshops**.  
**NOTE: Use this feature to obtain details about employer information tables and sessions, career fairs, and other career-related events/programs.**

### View Resources

1. Click the **Resources** tab on the left-hand side of the page. This tab permits you to view documents that have been uploaded to **SHIP Career Connection**.
  - a. Click the **Career Explorer** tab for more information on specific industries/career options. This is a great resource to utilize when meeting with advisees exploring career options.
  - b. Click the **Document Library** to access the **SHIP Career Connection Student User Guide** for more details on using **SHIP Career Connection** features.