WHAT IS CAREERWEB?

CareerWEB is AUC’s career management system that allows you to take full control of your career planning and job search process. It gives you access to career advising appointments, work-study opportunities, internships, career opportunities, corporate information sessions and career development workshops.

TO ACTIVATE YOUR ACCOUNT, FOLLOW THE STEPS BELOW:

Login
- If you are a first time user, your username and password is your AUC ID number, without hyphens and dashes. If your AUC ID number is 6 digits, please add 000 before the ID. (e.g. ID 9393999 - 0009399399)
- If you experience any difficulties, please contact us at 202.2615.3821 or caps@aucegypt.edu.
- To change your password, visit the My Account section, click on Personal and open the Password tab.

Update your Account
- Click on My Account tab on the main tool bar, and complete your personal and academic information.
- Make sure to include your email, mobile number and address, as well as your geographic preferences under the Academic section.

CONGRATULATIONS! NOW YOU HAVE AN ACCOUNT ON CAREERWEB THAT YOU CAN USE AS FOLLOWS:

Edit your Profile
Go to Profile and click the "+" sign to add content to your Personal Statement, Education, Experience, Projects, Skills and Competencies as applicable. You can also add a photo and a cover image.

Upload Résumé or Other Documents
- Click on the Documents tab, and then click on Approved Documents
- Read the activation guidelines for résumés and cover letters.
- Click Add New, and in the Label field, write the title of the document, then choose the Document Type.
- Click on Choose File to upload the résumé, cover letter or other documents from your computer.
- If you uploaded a résumé or a cover letter, it will remain under the Pending Documents section until a career adviser reviews and verifies it.
- The process takes two to five working days. If your résumé needs modification, a career adviser will contact you via email.

Apply to Internships, Jobs, Work Study or Job Shadowing Opportunities
- Login to the system and click on the Jobs/Internships tab and then CSM Jobs.
- You will have access to all career opportunities as relevant to your profile.
- To view more details on a job of interest, click on the Job Title. If you are interested in applying, click on Apply, select your résumé and then click Submit. Note that you need to have an approved résumé on the system.

Sign up for a Career Development Workshop, Information Session or Career Event
The Events section provides you with an up-to-date list of upcoming career events, information sessions, and career development and self-assessment workshops.
To register in any information session or workshop, select the session of interest and view all the available details. Click on the RSVP button to register in the selected session/workshop.

To Schedule a Career Advising Appointment
To request an advising appointment, Click the Calendar tab, followed by the Counseling Appointment tab and then Request New Appointment.
- Choose the counseling type, select the counselor and check the availability of the counselor.
- Select one of the available slots with your chosen adviser by clicking on the adviser’s name and Submit Request.
- The career adviser will approve your appointment via email within two working days.

Access Various Career Resources
Click on the Resources tab to access:
- Career Explorer describes an array of careers
- Career Finder will help you explore careers relevant to your interests

SCAN THE CAREERWEB HOMEPAGE FOR:
- Key event announcements
- Graduate study scholarships and fellowships
- Shortcuts to services

You will also find useful links for finding career resources online by clicking on: