

# Student Guide: How to Navigate Daytona State College Career Services Online (CSO)

*This guide will help you navigate through Daytona State College Career Services Online. In our website, you will be able to keep your profile updated, upload resumes and other career documents, view and apply to jobs, and register for Job Fairs and Workshops.*

## Registering/ Logging in

**Step 1:** Go to our login page:

<https://www.myinterfase.com/DaytonaState/student>

**Step 2:** If you are a registered user, simply type your username and password, and then click Login.

**\*\*If you have never registered, click the “Click here to register” link. Fill out your profile and click the Register button.**

**NOTE:** If you forgot your password, you can click the “Forgot your password?” link to have it reset and emailed to you. This link is on the Login Page.

## Home

After you have logged in, you will be on the Home page. Here you will find four useful tools:

1. **Announcements** — Our phone number and email address is listed for additional assistance.
2. **Resource Library** — You will find this Student Guide and other valuable resources.
3. **Quick Links** —  
Report a Hire — Let us know you were hired, by clicking this link.  
My Task List— This folder will show all new responses to your resume referrals (you will also be notified via email when an employer responds to your resume).  
Saved Searches—You will find any job searches that you have saved, including Job Agents which will email you new job postings every night!
4. **Calendar** — You will see all upcoming Job Fairs and Workshops.

## My Account

There are three submenus under the My Account menu:

**My Profile** — Here you can update your personal information (password, phone #, email, majors, GPA, etc).

**NOTE:** Don't forget to answer the question “Allow Employer Viewing.” This field determines whether employers can pull up your profile and resume. Choose yes, if you want them to be able to do this.

**My Documents** — Here you can upload Microsoft Word documents into the following categories: Resumes, Cover Letters, Letters of Recommendation, and Unofficial Transcripts. You can upload six documents into each category. When you apply to jobs, you will be able to select one document from each of these four categories, if needed.

**NOTES:** When uploading more than one resume, be sure to mark the most general resume as the default. Also, don't forget to click VIEW next to each document, so that you can see the version of the document that Employers can see.

**My Activity** — There are two types of activity that you can view:

Referrals – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume.

Placements – These are current job placements and additional specifications.

## Employer Directory

**\*only available to active students**

To be more effective in your job search, please:

Choose Employer Directory to search through our list of employers. You will only see the employers who have selected to be listed to students.

You will see employers even if they do not have jobs posted for the current semester.

# Daytona State College

## **CAREER SERVICES**

**“Connecting Students to Employers”**

## JOB SEARCH

**STEP ONE:** Select “Jobs: this will take you to the “Job Search” section which will allow you to view our open job postings.

**STEP TWO:** Search with any criteria OR to view ALL jobs enter no criteria – click on SEARCH.

**STEP THREE:** Click on the Job ID to read details about each job posting and how to apply.

If the employer is allowing you to submit your resume through our system, there will be a SUBMIT RESUME button at the top of the job posting. If not, then read the APPLICATION INSTRUCTIONS file to see how to apply directly to this employer.

If there are not application instructions, the employer may have asked Career Services to screen applicants. If you do not see the instructions, please contact Career Services for further information.

*Please note: You may get a message stating you are not qualified and the reasons why you aren't qualified for a specific position and you are therefore not allowed to apply for that job. This may be because you have not updated your profile lately (i.e. your GPA, Major).*

## YOU'VE BEEN HIRED?? LET US KNOW!!

Should I report a hire? YES, You should always report when you get hired! Each reported hire helps our office maintain accurate placement statistics. These statistics allow us to better serve you!

PLUS: We want to celebrate with you!!

### How to Report Being Hired:

**STEP ONE:** To report a hire, click on the “Report a Hire” link located next to the calendar on the Home page of CSO. This link will take you through the process, step by step.

**STEP TWO:** Search for your position. Then, click “Select” next to its name to be certain it registers that the position has been filled!

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### **Daytona Beach Campus**

1200 W. Int'l Speedway Blvd.  
Daytona Beach FL 32120-2811  
Career Services #:  
386-506-3073  
CS Fax #: 386-506-3150

### **DeLand Campus**

1155 County Road 4139  
DeLand, FL 32724  
Career Services #:  
386-785-2082  
CS Fax #: 386-506-2014

### **Deltona Campus**

2351 Providence Blvd  
Deltona, FL  
Career Services #:  
386-785-2082  
CS Fax #: 386-506-2014

### **Flagler / Palm Coast Campuses**

3000 Palm Coast Parkway SE  
Palm Coast, FL  
Career Services #:  
386-246-4824  
CS Fax #: 4890

### **New Smyrna / Edgewater Campus**

940 Tenth Street  
New Smyrna, FL  
Career Services #:  
386-506-3687  
CS Fax #: 386-423-6313

### **STUDENT LOGIN INFORMATION**

**User name:**

**Password:**