



*CareerAggie is Career Services premier online system for searching job/internship postings, researching employers, and networking with students/alumni*

**Log onto website: [www.usu.edu/career](http://www.usu.edu/career)**

- Click CareerAggie
- Click the Alumni Mentor Contact Login
- Your **username** is: your complete email address
- Your **password** is: usualum

**Complete your profile:** There are four sections to your profile: Personal Information, Employment Information, Education, and Additional Information. Items marked with an asterisk (\*) are required fields. Some of the required fields were completed when your account was created. Please complete as many fields as possible. This will provide the students who contact you with more information about you, as well as your professional and academic experiences.

**Make your profile accessible:** In order for students to view your information, please complete the following sections in the Personal Information Section:

- **Allow Student Contact.** Set to "Yes" to enable students to contact you directly.
- **Show Contact Method.** Selecting "Show Contact Info" will provide the student with your actual contact information. It will only show those fields that you select as "Yes" for students to view. If you select "Anonymous," students will be prevented from seeing your actual contact information but will be able to submit an email to you through our system. The email you receive will be from the student's email address so that you may reply directly to the student. Selecting "Anonymous" will send messages to your primary email address unless you specify use of your alternate email address.

**Update your profile:** As we're continuously promoting this program to students, please try to update/complete your profile as soon as possible. Please keep your profile current to include any personal or career changes.

**Contact us:** For questions on using the CareerAggie system for your personal career search or to post jobs/internships in your organization, please contact Career Services at (435) 797-7777 or [kim.latu@usu.edu](mailto:kim.latu@usu.edu).

*Thank you for your support of USU and its students. Your willingness to share your insights is greatly appreciated.*

*Career Services  
University Inn, Rm. 102  
435-797-7777  
[www.usu.edu/career](http://www.usu.edu/career)*