MyCareers

Student user guide
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What is MyCareers?

MyCareers is your personal online careers portal and the first place to go to hear about everything that’s happening on campus.

Login to MyCareers so that you can:

1. **Personalise your profile and hear about exactly what it is that you’re interested in**
2. **Book one-to-one appointments**
3. **Book onto careers events and workshops**
4. **Search for the latest opportunities on offer**
5. **Ask us a question**
Section 1: MyCareers profile

1.1 Login

a) Go to the link https://mycareers.le.ac.uk/

b) Navigate to the student login portal and click ‘Login’

![Student login](image1)

Figure 1: Login homepage

c) Enter your University of Leicester username and password and click ‘Login’. This will take you to your user dashboard.

![Student login portal](image2)

Figure 2: Student login portal
1.2 Personalise your profile

Please note if you are a first time user you will not need to navigate to update your personal details and preferences, this will appear as soon as you login to the system, so follow steps from b) onwards. If however you have used the system below please follow all the steps.

a) To update your email preferences on My Careers, click the ‘My profile’ tab located on the top of your dashboard, then click on ‘Update Profile’.

![Update Profile](image)

Figure 3: My profile > Update profile

b) You can now update your:

   i. **Personal Details**: please input your mobile phone number and email address

![Personal Details](image)

Figure 4: Update personal details
ii. **Email Preferences**: please select your General, Event and Opportunity email preferences. For General email preferences, you can choose more than one interest from the ‘Available subscriptions’ list.

![Email Preferences](image)

*Figure 5: Update email preferences*
iii. **Opportunities of interest**: please select the types and sectors of opportunities that appeal to you.

![Opportunities of interest](image)

**Figure 6: Update opportunities of interest**
1.3 Personalising your dashboard

a) You can move the panes around on your dashboard simply by clicking on the heading and dragging it to your preferred location.

b) You can also minimise the panes by clicking on the arrow located on the right of the heading.

![Figure 7: Example of pane](image-url)
Section 2: Appointment Bookings

2.1 Search and book an appointment

a) To search for an appointment, click the ‘Appointments’ tab located on the top of your dashboard, then click on ‘Search and Book’

b) You will arrive on a page with a list of appointments with details of what we offer

c) Select your preferred type of appointment and click ‘Show results’

d) You will now see the list of appointments which are available to book, select your preferred time and click ‘Book now’

e) Complete details required and click ‘Book this appointment’.
2.2 Cancel an appointment

a) To cancel your appointment navigate to your ‘Appointments’ pane on your dashboard and click on the appointment booking.

b) Select cancel booking

c) If there are any issues, please contact the helpdesk on 0116 252 2004, Careershelp@le.ac.uk.
3.1 Search and book on to an Event

a) To search for an event, click the ‘Events’ tab located on the top of your dashboard, then click on ‘Search and Book’

Figure 12: Search and book

b) A list of events will appear which can be filtered by preferences using the filters on the left. Click on your preferre event.

Figure 13: Search event
c) Navigate to the ‘Event days and times’ section and click ‘Book now’. Complete any details required and click ‘Submit’.

![Book on event](image14)

**Figure 14: Book on event**

### 3.2 Cancel an event booking

a) To cancel your event booking navigate to your ‘Events’ pane on your dashboard and click on the event booking

![Events pane](image15)

**Figure 15: Events pane**

b) Navigate to the ‘Event days and times’ section, click ‘Cancel booking’ and confirm your selection.

![Cancel booking](image16)

**Figure 16: Cancel booking**

c) If there are any issues, please contact the helpdesk on 0116 252 2004, Careershelp@le.ac.uk.
4.1 Search and apply for opportunities

a) To search for an opportunity, click the ‘Opportunities’ tab located on the top of your dashboard, then click on ‘Search and apply’

![Search and apply for an opportunity](image1)

Figure 17: Search and apply for an opportunity

b) Using the filters on the left, restrict your search to your preferences and click on your preferred opportunity for more detail

![Opportunity search and filters](image2)

Figure 18: Opportunity search and filters
c) Click on the ‘Apply Now’ button to apply for the opportunity

![Application details](Figure 19: Apply now)
Section 5: Ask us a question

5.1 Ask us question or send us a document to review

a) To ask us a question, click the ‘Queries’ tab located on the top of your dashboard, then click on ‘Ask us a question’

![Query tab](image)

Figure 20: Ask us a question

b) Complete the form with details of your query. Attach any documents using the field ‘Attach file’.

![Query form](image)

Figure 21: Query details
c) Submit your query

5.2 Review an existing query

a) To review all your queries, click the ‘Queries’ tab located on the top of your dashboard, then click on ‘My Queries’

Figure 22: View existing queries

b) A list of all your queries will appear. Click on the query you would like to view or respond to.