MyCareers

Student user guide
# Contents

What is MyCareers? .......................................................................................................................... 3

Section 1: MyCareers profile .......................................................................................................... 4
   1.1 Login .................................................................................................................................... 4
   1.2 Personalise your profile ....................................................................................................... 5
   1.3 Personalising your dashboard .............................................................................................. 9

Section 2: Appointment Bookings ................................................................................................ 10
   2.1 Book an appointment .......................................................................................................... 10
   2.2 Cancel an appointment ....................................................................................................... 12

Section 3: Event Bookings ........................................................................................................... 13
   3.1 Search and book on to an Event ......................................................................................... 13
   3.2 Cancel an event booking .................................................................................................... 14

Section 4: Search for opportunities ............................................................................................... 16
   4.1 Search and apply for opportunities .................................................................................... 16

Section 5: Ask us a question ........................................................................................................ 18
   5.1 Ask us a question or send us a document to review ......................................................... 18
   5.2 Review an existing query .................................................................................................... 19
What is MyCareers?

MyCareers is your personal online employability portal and the first place to go to hear about everything that's happening related to careers.

Login to MyCareers so that you can:

1. Personalise your profile to hear about opportunities that interest you.
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
1.1 Login
   a) Go to the link https://mycareers.le.ac.uk/

   b) Select ‘Student login’ on the homepage.

   Figure 1: Login homepage

   c) Enter your University of Leicester username and password and click ‘Login’. This will take you to your user dashboard.
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 ‘Profile’ tab located on the top of your dashboard, then click on ‘Update Profile’.

b) You can now update your:
   i. **Personal Details**: please input your mobile phone number and email address
<table>
<thead>
<tr>
<th>Personal details</th>
<th>Email Preferences</th>
<th>Opportunities of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mobile number:</strong></td>
<td>0800 000 000</td>
<td></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:abc123@student.le.ac.uk">abc123@student.le.ac.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Opportunities of Interest</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of Opportunity are you looking for?</td>
<td></td>
</tr>
<tr>
<td>If you have signed up for email Opportunity updates, you will be alerted based on your selection here.</td>
<td></td>
</tr>
<tr>
<td>☐ Fixed term</td>
<td>☑ Undergraduate Placement (1-6 months)</td>
</tr>
<tr>
<td>☐ Permanent</td>
<td>☑ Casual/Part-time Work</td>
</tr>
<tr>
<td>☑ Graduate Role</td>
<td>☑ Volunteering Opportunity</td>
</tr>
<tr>
<td>☑ Undergraduate Placement (6+ months)</td>
<td>☑ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business areas of Interest</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tick all of the Opportunity sector categories that interest you.</td>
<td></td>
</tr>
<tr>
<td>If you have signed up for email Opportunity updates, you will be alerted based on your selection here.</td>
<td></td>
</tr>
<tr>
<td>☐ Not yet decided</td>
<td>☐ Engineering &amp; Production</td>
</tr>
<tr>
<td>☑ Administration</td>
<td>☐ Hospitality, Tourism &amp; Events Management</td>
</tr>
<tr>
<td>☐ University of Leicester Graduate Roles</td>
<td>☐ Human Resources and Recruitment</td>
</tr>
<tr>
<td>☐ Accounting and Professional Services</td>
<td>☐ Information Services</td>
</tr>
<tr>
<td>☐ Aerospace &amp; Defence</td>
<td>☐ Insurance &amp; Pensions</td>
</tr>
<tr>
<td>☐ Banking &amp; Finance</td>
<td>☐ IT &amp; Telecommunications</td>
</tr>
<tr>
<td>☐ Business, Management and Statistics</td>
<td>☐ Legal Profession, Law Enforcement and Protection</td>
</tr>
<tr>
<td>☐ Charity &amp; Non-profit</td>
<td>☐ Logistics &amp; Transport</td>
</tr>
<tr>
<td>☐ Community, Social Care and Guidance Work</td>
<td>☐ Marketing, PR &amp; Advertising</td>
</tr>
<tr>
<td>☐ Construction, Property, Mining and Land Surveying</td>
<td>☐ Media, Journalism &amp; Publishing</td>
</tr>
<tr>
<td>☐ Consultancy and Strategy</td>
<td>☐ Medical &amp; Pharmaceutical</td>
</tr>
<tr>
<td>☐ Consumer Goods &amp; FMCG</td>
<td>☐ Public Sector &amp; Government</td>
</tr>
<tr>
<td>☐ Creative Arts &amp; Design</td>
<td>☐ Retail, Buying &amp; Merchandising</td>
</tr>
<tr>
<td>☐ Education &amp; Training</td>
<td>☐ Sales &amp; Business Development</td>
</tr>
<tr>
<td>☐ Energy, Environment &amp; Agriculture</td>
<td>☐ Science &amp; Research</td>
</tr>
</tbody>
</table>

**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
2.1 Book an appointment

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

![Figure 8: Book appointment](image)

b) You will arrive on a page listing the different types available.

c) Select your preferred type of appointment and click ‘Show results’ at the bottom of the screen.

![Figure 9: Show appointment results](image)
d) You will now see the list of appointments which are available to book, select your preferred time and click ‘Book now’

![Figure 10: List of appointments](image)

e) Complete details required and click ‘Book 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.

![Appointments pane](image1)

**Figure 11: Appointments pane**

b) Select cancel booking.

c) Enter reason for cancelling, then click ‘Cancel booking’.

![Appointments pane](image2)

**Figure 12: Appointments pane**

d) If there are any issues, please contact the helpdesk on 0116 252 2004 or 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 events’

Figure 123: 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 chosen event.

Figure 14: Event search
c) Check the details and click ‘Book now’. Complete any details required and click ‘Submit’.

![Event details](image)

Figure 15: Book on event

3.2 Cancel an event booking

a) To cancel your event booking click the ‘Events’ tab located on the top of your dashboard, then click on ‘My events’

![My events](image)

Figure 16: My events

b) Select ‘Cancel booking’ next to the event you want to cancel. Then click ‘Yes’ to confirm.
c) If there are any issues, please contact the helpdesk on 0116 252 2004 or careershelp@le.ac.uk.

d) If you have a query about an event you can submit your question by clicking on the ‘Ask us a question about this Event’ on the event page.
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 Opportunities’

![Figure 19: Search and apply for an opportunity](image1)

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

![Figure 20: Opportunity search and filters](image2)
c) Click on the ‘Apply Now’ button to apply for the opportunity

![Application details](image)

**Figure 21: Apply now**

d) If you have a query about an opportunity you can submit your question by clicking on the ‘Ask us a question about this Opportunity’ on the opportunity page.

![Ask us a question about the Opportunity](image)

**Figure 22: Ask us a question about the Opportunity**
5.1 Ask us a 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 ‘Submit a Query’.

![Figure 23: Ask us a question](image)

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

![Figure 24: Query details](image)
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 25: View existing queries](image)

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