

Careers and Employability Service

MyCareer Guide: Staff Access

Process for staff to access MyCareer

[MyCareer](#) is the careers platform utilised by the Careers and Employability Service to support students, graduates and Early Career Researchers. Students access the system with their University username and password whilst graduates and Early Career Researchers register first and are then approved onto the system.

MyCareer features our Event Calendar in addition to a Jobs Board with part-time, vacation and graduate roles available. Students also apply to the Excel Southampton Internship Programme, Business Innovation Programme, Volunteering Bank and have access to Year in Employment opportunities on MyCareer. Students can edit the preferences in their MyCareer profile to receive email alerts relating to specific job opportunities.

Following a short registration process, University staff can access the system to view the events and opportunities that are available to students. Please note that staff are only able to view events on our Event Calendar for information purposes and are unable to book a place to attend an event. If you would like to attend an event, please let us know and we will be happy to arrange this.

If you are looking to offer opportunities through the Excel Southampton Internship Programme, please register in the 'Organisation login and registration' section and follow the instructions in the [MyCareer Guide on our Excel webpages](#) instead.

To access MyCareer as a member of staff, please follow the steps below:

1. Follow this link to MyCareer:

<https://mycareer.soton.ac.uk/home.html>

2. Click 'Register' in the 'University of Southampton Staff' section:

UNIVERSITY OF Southampton | MY Career

Student login ⓘ

If you are a student of the University of Southampton, please login here with your university username and password to access all our careers support, events and opportunities.

> Login

Graduate login and registration ⓘ

If you are a graduate of the University of Southampton, please register here to access careers support, events and opportunities. When registering, please do not include your library digit.

> Login
> Register

Organisation login and registration ⓘ

Please register or login here if you are an organisation looking to collaborate with the University of Southampton and engage our students.

> Login
> Register and post

Research Staff login and registration ⓘ

Please register here if you are a University of Southampton Early Career Researcher

> Login
> Register

Careers & Employability login ⓘ

Login as a member of the Careers & Employability team

> Login

University of Southampton Staff ⓘ

Register here if you're a colleague external to Careers and Employability. If you're a colleague and wish to upload a job role or Excel Internship please use the 'Organisation login and registration' section to register.

> Login
> Register

3. Complete your details on the registration page, including your password, then click 'Create Profile':

UNIVERSITY OF Southampton | MY Career

New user registration - University of Southampton Staff

User details

First name:*

Last name:*

Preferred telephone number

Staff number

Login details:

Username:*

Preferred email address:*

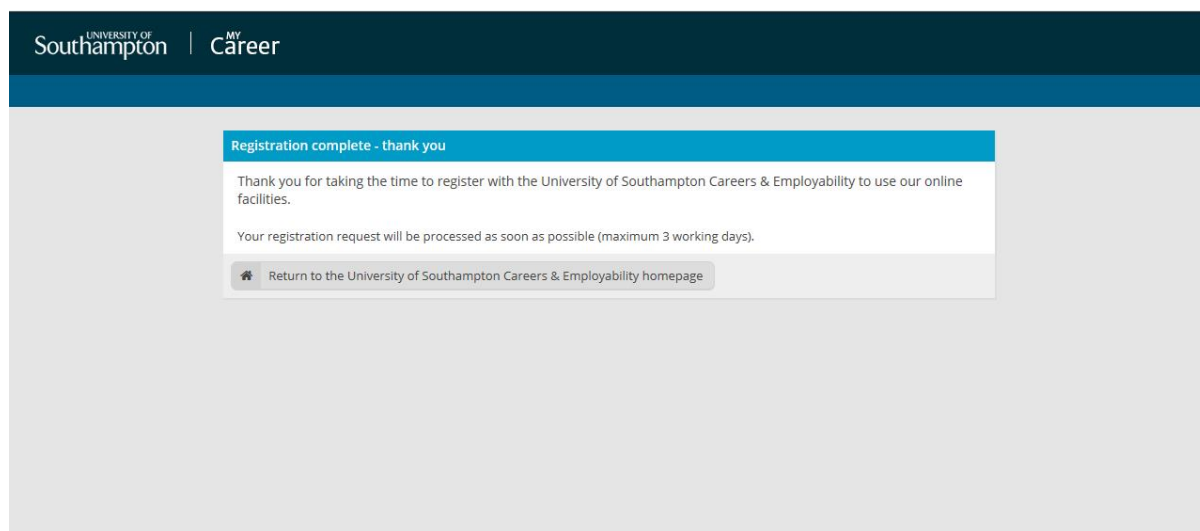
Password:*

Confirm password:*

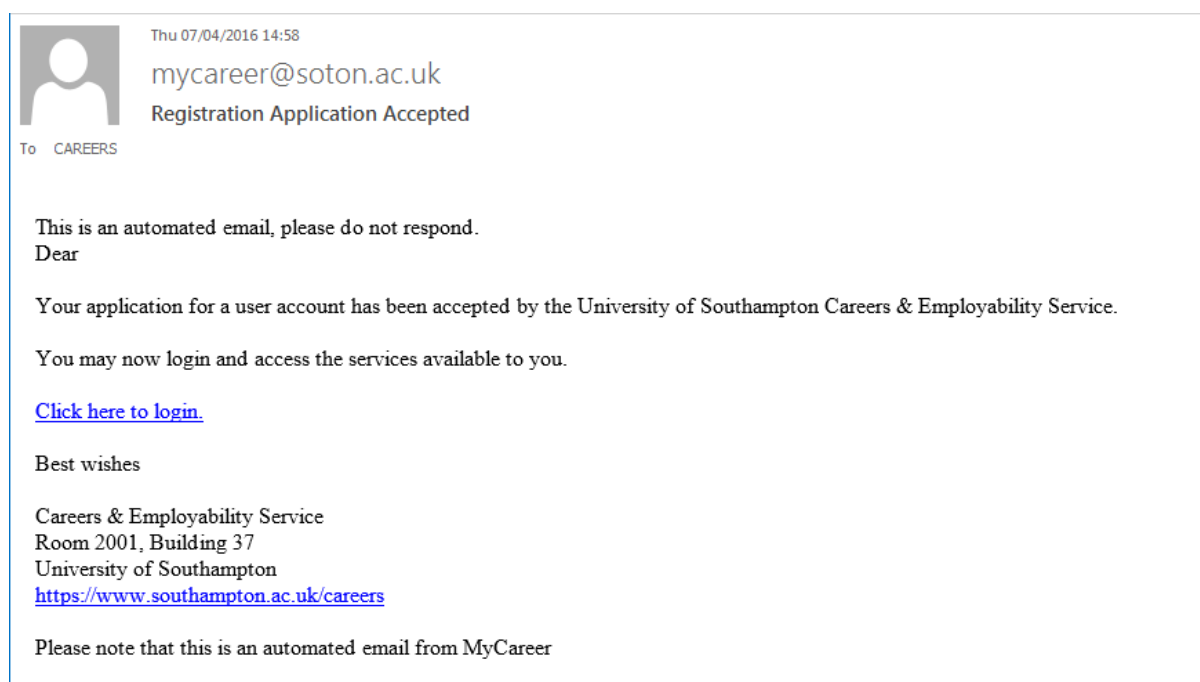
Fields marked * are mandatory.

☒ Create Profile

4. You will then see the following message confirming your registration is complete:



5. The Careers and Employability team will verify that you are a member of University staff and will approve your registration within 3 working days. You will then receive the following confirmation email:



6. Click on the link in the email and you will then be able to log in using your username and password.

7. When you log in you will see the following homepage:

The screenshot shows the 'My Career' homepage of the University of Southampton. The top navigation bar includes 'Home', 'My Profile', 'Events', 'Opportunities', and 'Work Experience & Volunteering roles'. The main content area is divided into three columns. The left column features a section titled 'Apply for an intern this summer' with details about the 'Excel Southampton Internship Programme', a list of benefits, contact information, and a large image of a sunflower. The middle column is titled 'Organisations' and includes a search bar and a list of organisations. The right column is titled 'Opportunities' and features a search bar, a list of opportunities, and a section for events.

Apply for an intern this summer

The **Excel Southampton Internship Programme** offers support to University staff looking to recruit an intern for 4-12 weeks during the summer vacation.

Benefits

- A fresh approach to your department's needs through enthusiastic students
- An additional resource providing dedicated time to a specific project
- 30% financial contribution towards the student's salary
- A streamlined recruitment process, saving a lot of time and effort

Interested? Apply now! Check out our [website](#) for more information.

Contact us:

Telephone: 02380 593501
Email: internships@soton.ac.uk

Organisations

Enter employer name....

Have you seen these organisations?

- > [viagogo](#) (England - Greater London)
- > [HAT Group of Accountants](#) (England - Greater London)
- > [Dorset Software Services Ltd](#) (England - South West)

Opportunities

Search Opportunities now [Find Opportunities!](#)

Have you seen these Opportunities?

- > [Bibliotech Student Brand Ambassador](#), Bibliotech (Closes: 05-Oct-2016)
- > [Statistician 1 \(graduate\)](#), COVANCE (Closes: 25-Jun-2017)
- > [A Career in Financial Services](#), AE Financial Services (Closes: 07-Nov-2016)
- > [AECOM Graduate Opportunities UK & Ireland 2017](#), AECOM (Closes: 31-Aug-2017)
- > [Courier/Office Assistant](#), Herreros Engineering Consultant (Closes: 24-Jun-2017)
- > [E-commerce Specialist-Paid role in fashion \(Graduate Job\)](#), JobLab (Closes: 30-Sep-2016)
- > [Customer Experience Agent \(Internship\)](#), JobLab (Closes: 30-Sep-2016)
- > [Graduate Digital Marketing Analyst \(Graduate Job\)](#), JobLab (Closes: 30-Sep-2016)
- > [Paid Digital Marketing Intern \(Internship\)](#), JobLab (Closes: 30-Sep-2016)
- > [American Express Brand Ambassador, On-Campus Promotions](#) (Closes: 07-Sep-2016)

[Search for more...](#)

Events

Have you seen these events?

> News Associates Journalism Workshop	12-Aug-2016 - 13-Sep-2016
> Deaf and Disability Careers Fair	09-Sep-2016
> J.P. Morgan EmployAbility Insight Day 2016	29-Sep-2016
> Introduction to the Careers and Employability Service	03-Oct-2016 - 15-Dec-2016
> Recruiter in Residence - EY	04-Oct-2016
> UCAS Medical Applications Talk for all FNES Students.	05-Oct-2016
> National Graduate Recruitment Exhibition	07-Oct-2016 - 08-Oct-2016
> The Future Leaders Conference	07-Oct-2016

8. By clicking on the top toolbar you can see the students' view of the following information:

- Click on 'Events' to view our Event Calendar
- Click on 'Opportunities' to view our Jobs Board
- Click on 'Work Experience & Volunteering roles' to view Year in Employment, Volunteering Bank and Excel Southampton Internship opportunities