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 Events Calendar in addition to a Jobs Board with part-time, vacation and graduate roles available. Students also apply to UoS Internships, the Career Mentoring Programme and Student Innovation Projects on MyCareer and have access to Year in Employment and Volunteering Bank opportunities. Students can edit the preferences in their MyCareer profile to receive email alerts relating to specific job and event 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 Events 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 a UoS internship, please register in the 'Organisation login and registration' section and follow the instructions in the MyCareer Employer Guide instead.

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

1. Follow this link to MyCareer:
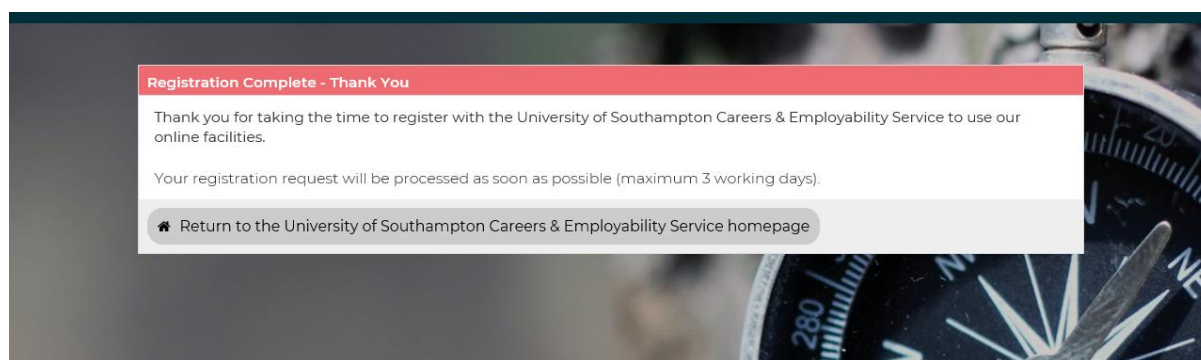   https://mycareer.soton.ac.uk/home.html

2. Click on the 'University of Southampton Staff' section and then 'Register':
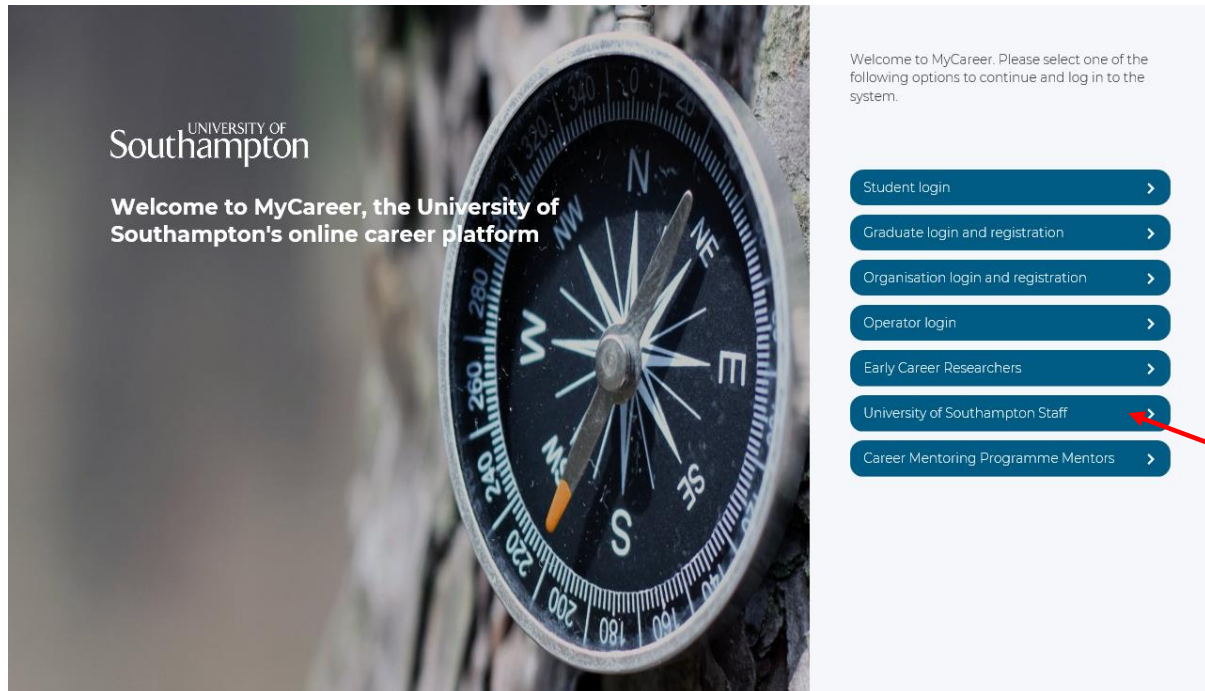
3. Complete your details on the registration page, including your password, then click 'Create User':

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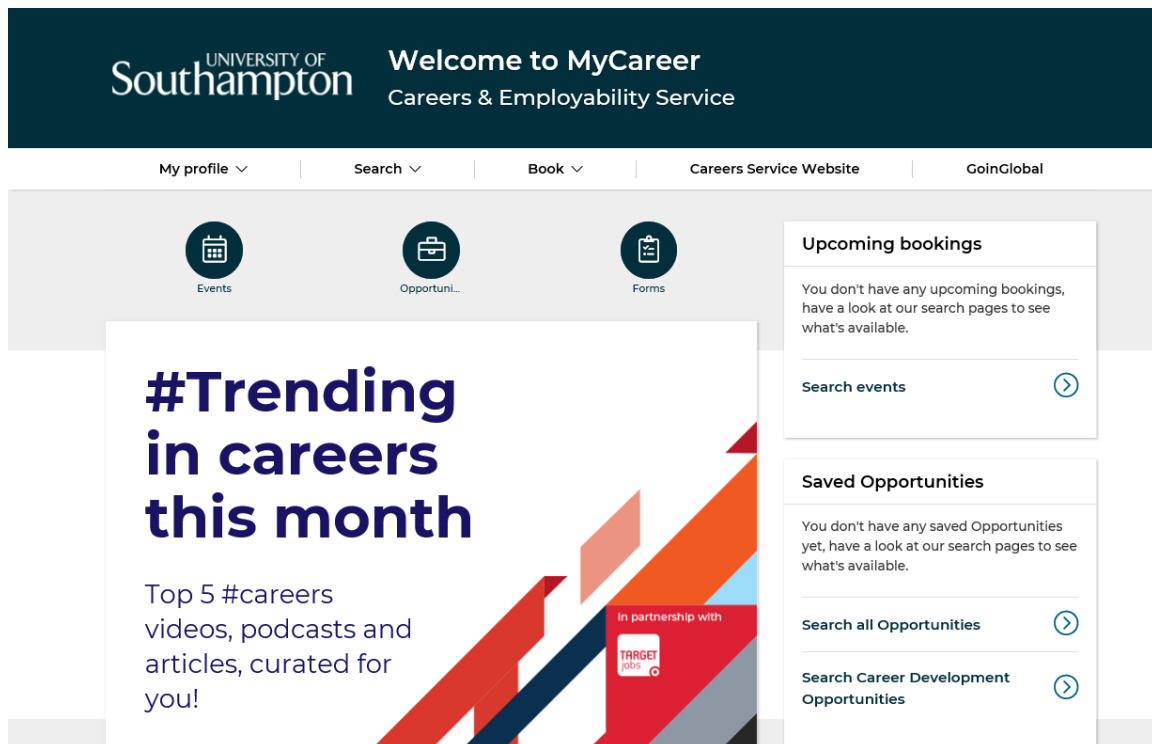

5. The Careers and Employability team will verify that you are a member of University staff and will approve your registration within 3 working days. You will then receive the following confirmation email:
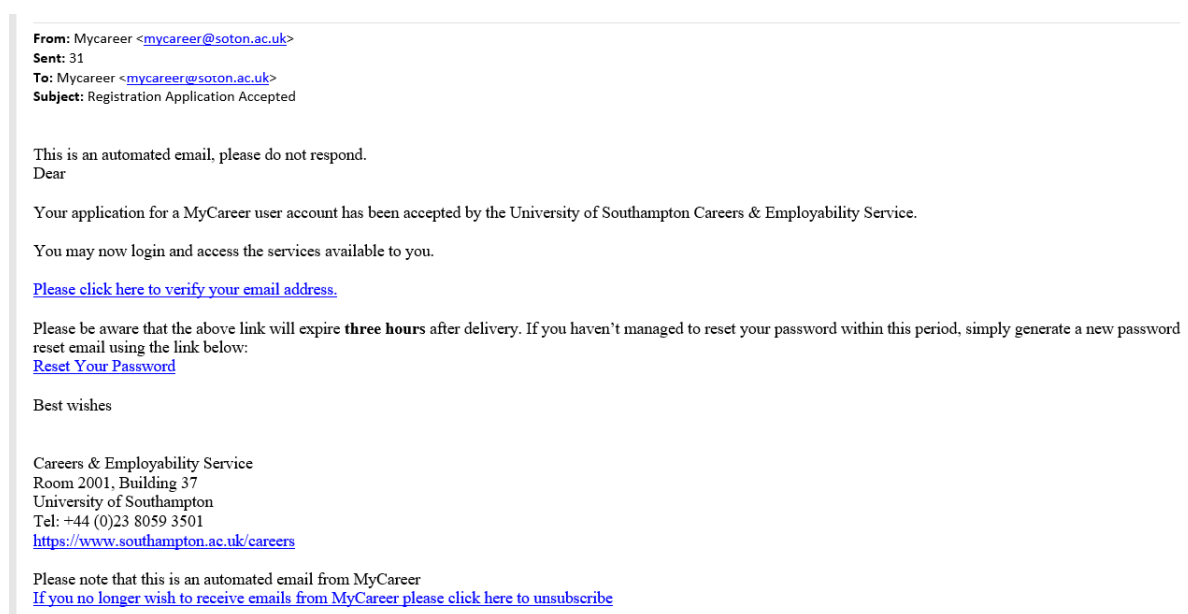
6. Click on the link in the email and you will then be able to log in using your username and password.

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

8. By clicking on the icons and top toolbar you can see the students' view of the following information:
- Click on 'Search events' to view our Events Calendar
- Click on 'Search' to view Year in Employment Placements, Volunteering Bank roles, UoS Internships and job opportunities
- Click on 'GoinGlobal' for access to the GoinGlobal website which features information and advice for working abroad