

eRecruiting Account Activation Instructions

Step 1. Complete the attached Account Activation Form. You may email or fax it to the Career Services Office.
Email: UHDCareer@uhd.edu, Fax # (713) 221-8076

Step 2. The site you will use to upload your resume and view job postings and on-campus interview possibilities is:

<http://uhd.erecruiting.com>

Step 3. Username - br290_Student ID #.
Password - last four digits of the Student ID #

Step 4. Find PROFILE SNAPSHOT SECTION (bottom, left) and click “EDIT YOUR PROFILE to update and/or complete your registration data.

This process includes:

- 1) Personal Info
- 2) Academics
- 3) Future plans

Step 5. Find “Documents” tab to –

- 1) Upload your resume to eRecruiting as an attachment.
 - 2) Publish your resume for employers to access.
- * Do not publish your resume if you do not want employers to have access to it.

Issued By: _____ Date: _____
(Office Use Only)

eRecruiting Account Activation Form

Last name: _____ First name: _____

Today's Date: _____ Student ID #: _____

Address: _____ City, State & Zip code: _____

Day Phone: _____ Evening Phone: _____

*Email (Mandatory): _____

Please Read:

By enrolling in this system and entering data onto this website, I agree that any data I enter can be disclosed to employers.

Please note: It will take two working days to be able to access my eRecruiting account after I have submitted this account activation form to the Career Services Office.