



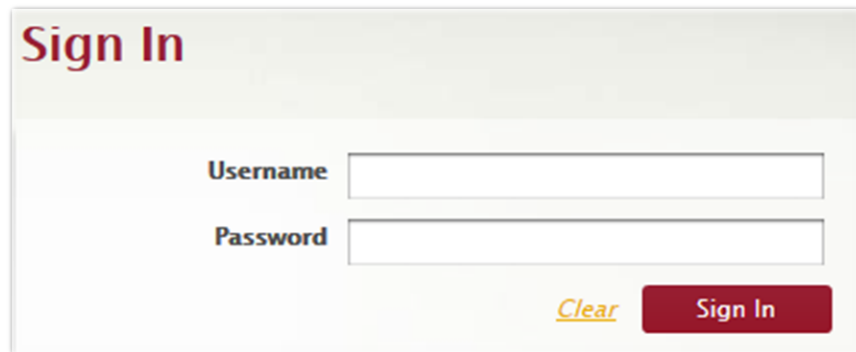
TritonCareers for Faculty & Staff

Powered by GradLeaders

Account Login

Contact UMSL Career Services to activate your TritonCareers account.

Once your account has been created, [log on](#) as an administrator. Enter the username & password provided by Career Services.

A screenshot of a web form titled "Sign In" in red text. Below the title, there are two input fields: "Username" and "Password". To the right of the "Password" field, there is a link labeled "Clear" in orange text. At the bottom right of the form is a red button labeled "Sign In" in white text.

Upon your initial login, GradLeaders, UMSL's software vendor, will forward a verification email from "**UMSL-no-reply@gradleaders.com**" to verify your registration.

Opting in to receive emails from GradLeaders within 24 hours of receipt of the email verification message is required to activate your account.

Company List

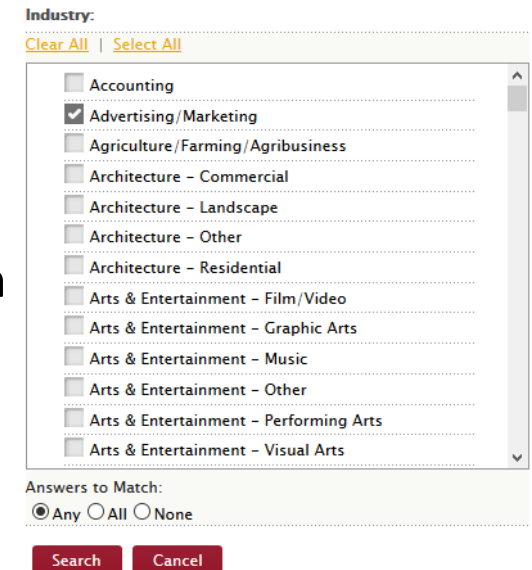
Hover over **Company List**. Choose to view the **Company File** or the **Recruiter File**.

Selecting **Company File** allows you to search organizations by Industry or Company Name. Selecting **Recruiter File** allows you to search by organization/industry, company name, and whether the contact is an UMSL alum.

Select **Advanced Search** for additional criteria.

Here is an example of an industry search.

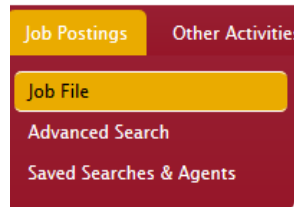
Happy with your search results? Click on the **Save Search** icon located on the right hand side of the screen to save your criteria.



The screenshot displays the 'Advanced Search' interface. At the top, it says 'Industry:' followed by 'Clear All' and 'Select All' links. Below this is a list of industries with checkboxes: Accounting, Advertising/Marketing (checked), Agriculture/Farming/Agribusiness, Architecture - Commercial, Architecture - Landscape, Architecture - Other, Architecture - Residential, Arts & Entertainment - Film/Video, Arts & Entertainment - Graphic Arts, Arts & Entertainment - Music, Arts & Entertainment - Other, Arts & Entertainment - Performing Arts, and Arts & Entertainment - Visual Arts. At the bottom, there is a section 'Answers to Match:' with radio buttons for 'Any' (selected), 'All', and 'None'. Below this are 'Search' and 'Cancel' buttons.

Job Postings

Select **Job File** to view active job and internship postings, the same postings visible to UMSL students & alumni.



Click on **Advanced Search** to enter more detailed criteria.

Happy with your search results? Click on the **Save Search** icon to save your search criteria. Name your search & select **Email Me Daily Updates.***

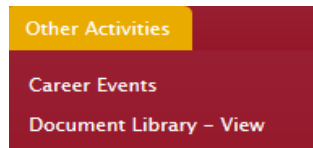
If desired, repeat instructions & set up multiple alerts.

Search results will be sent to the email address listed in your TritonCareers profile.

A screenshot of the 'Save Search' form in a web application. The form has a dark red header with the text 'Save Search' and a close icon. Below the header, there is a text input field for naming the search. To the right of the input field is a dropdown menu labeled 'Select one...'. Below the input field, there is a checkbox labeled 'Save as Agent' and a 'Save' button. To the right of the 'Save as Agent' checkbox is a link that says 'Save As New Search'. The form also includes instructions: 'Enter the name of your search in the box below, or if you wish to override a current search, select the search name from the pick list below. Check the "Save as Agent" box if you want to be notified via email when jobs match your search criteria.'

Other Activities

Hover over **Other Activities** to view two additional portions of TritonCareers: Career Events and the Document Library.



Career Events allows you to view on & off campus career events hosted by Career Services as well as other organizations.

The **Document Library** allows you access this user guide and other TritonCareers information, such as instructions for students and alumni to create their own TritonCareers accounts.

You may view, email, and download these documents.

Questions?



Contact UMSL Career Services.

278 Millennium Student Center

314-516-5111

careerservices@umsl.edu

<http://careers.umsl.edu>

