

Go to the [SWU Career Link](#) Login Page

Thank you for connecting with **Career Services at Southern Wesleyan University!**

We are very excited to announce that we have recently begun using a new platform (Purple Briefcase) as our main means of sharing job and internship opportunities with our students and alumni, and we are pleased to invite you to join as well!

SWU Career Link

Connect Engage Recruit!

SOUTHERN WESLEYAN UNIVERSITY

NEW USER?
 NEW USER
 NEW EMPLOYER
 NEW UNIVERSITY

RETURNING USER?
 EMAIL
 PASSWORD
 REMEMBER ME **SUBMIT**
 FORGOT YOUR PASSWORD?

If this is your first visit, click on **NEW USER**

If you are a Returning User, fill in your username (email) and password and click **SUBMIT**

SWU Career Link

Students/Alumni Employers Colleges

CREATE or FIND YOUR ACCOUNT

location of your college* South Carolina
 college* Southern Wesleyan University

YOUR INFORMATION

I am a/an Student (current)
 first name*
 last name*
 school email* yourEmail@yourSchool.edu
FIND ME

Select South Carolina and Southern Wesleyan University in the dropdown boxes

CURRENT STUDENTS: Complete the fields in the "Your Information" section (make sure to use your school email address for the "school email" field which should end in @mail.swu.edu)



Students/Alumni
Employers
Colleges

CREATE or FIND YOUR ACCOUNT

location of your college*

college*

YOUR INFORMATION

I am a/an

first name*

last name*

school email*

TRY TO FIND ME AGAIN

Our records show that we cannot find an account associated with the entered email address. Please try again.

- O R -

CREATE PENDING ACCOUNT

New accounts will be in a pending status until an admin from your University or College reviews this account and grants you access to the system.

create a New PENDING account

ATTENTION ALUMNI:

If you are an Alumnus and no longer have an active **@mail.swu.edu** address, then please put down your current address and select to “Create Pending Account” with your updated information



Students/Alumni

Employers

Colleges

CREATE or FIND YOUR ACCOUNT

location of your college*
 college*

YOUR INFORMATION

I am a/an
 first name*
 last name*
 school email*
 verify school email*
 student ID*
 password*
 verify password*
 I graduated in
 My major was

I have read and accept the terms outlined in the [terms of service](#) and [privacy policy](#)



SUBMIT

ATTENTION ALUMNI:

You will create a "pending" account to be approved by the Career Services office by entering in your current email address and creating a password. Click **Submit**.



WE CAN'T GIVE YOU ACCESS TO YOUR ACCOUNT RIGHT NOW BECAUSE YOUR ACCOUNT IS NOT ACTIVE

There are a number of different reasons why this might have happened, but don't worry, we have a solution for every scenario!

PENDING ACCOUNT



If you landed on this page immediately after creating your user account for the first time, this is because your account is in pending status. All this means is that your account needs to be approved by an administrator from your school before you'll be able to access the opportunities that have been shared with your school.
 An Admin was notified of your account creation, and you'll receive an email as soon as your account activation request has been reviewed.

DE-ACTIVATED ACCOUNT



If you had a working user account, but decided to delete it, only to try and sign in again today, you would not be able to access your account, landing you on this page.
 If you had a working employer account, but are no longer able to access it, it might be because an Admin removed your permission to connect with their school.
 To remedy either of these scenarios, please contact your school's career services department directly.

ERROR



This can happen from time to time, but don't worry, we can fix it! If you were able to access your account recently and are now locked out and seeing this page, an error might have occurred - sorry about that.
 Please contact your school's career services department directly.

ATTENTION ALUMNI:

You will see this dialog box and will not be able to login until your pending account is accepted. You'll receive an email as soon as your account activation request has been reviewed.



Students/Alumni

Employers

Colleges

CREATE or FIND YOUR ACCOUNT

location of your college*

college*

YOUR INFORMATION

I am a/an

first name*

last name*

school email*

We found a record that matches your search!
Please verify that this is you by entering your ID

student ID*

SUBMIT ID

Current Students or Active Alumni:

If you are already uploaded in the system you should see the dialog box that says **"We found a record that matches your search"**.

To confirm who you are please enter in your student ID and click **"Submit ID"**

YOUR INFORMATION

I am a/an

first name*

last name*

school email*

student ID*

It is you!

Please finish filling out the form for immediate access to your account.

password*

verify password*

I graduate in

My major is

Once you are confirmed in the system you can finish filling out a password and click **"Submit"** to register

I have read and accept the terms outlined in the [terms of service](#) and [privacy policy](#)

Are you a robot?

Type the text

[Privacy & Terms](#)

SUBMIT

The screenshot shows a web browser window with the URL `://app.purplebriefcase.com/pb/account/ajaxFindMe/`. A modal dialog box is displayed in the center, titled "app.purplebriefcase.com says:" with the message "Welcome to Purple Briefcase please wait while we create your account." and an "OK" button. Below the dialog, the registration form includes fields for "password*", "verify password*", a dropdown for "I graduate in" (set to 2016), and a dropdown for "My major is" (set to Media Communication). There is a checkbox for "I have read and accept the terms outlined in the terms of service and privacy policy". At the bottom, there is a CAPTCHA section with the text "Are you a robot?" and a "SUBMIT" button.

You should see this dialog box if your registration was successful

SWU Career Link

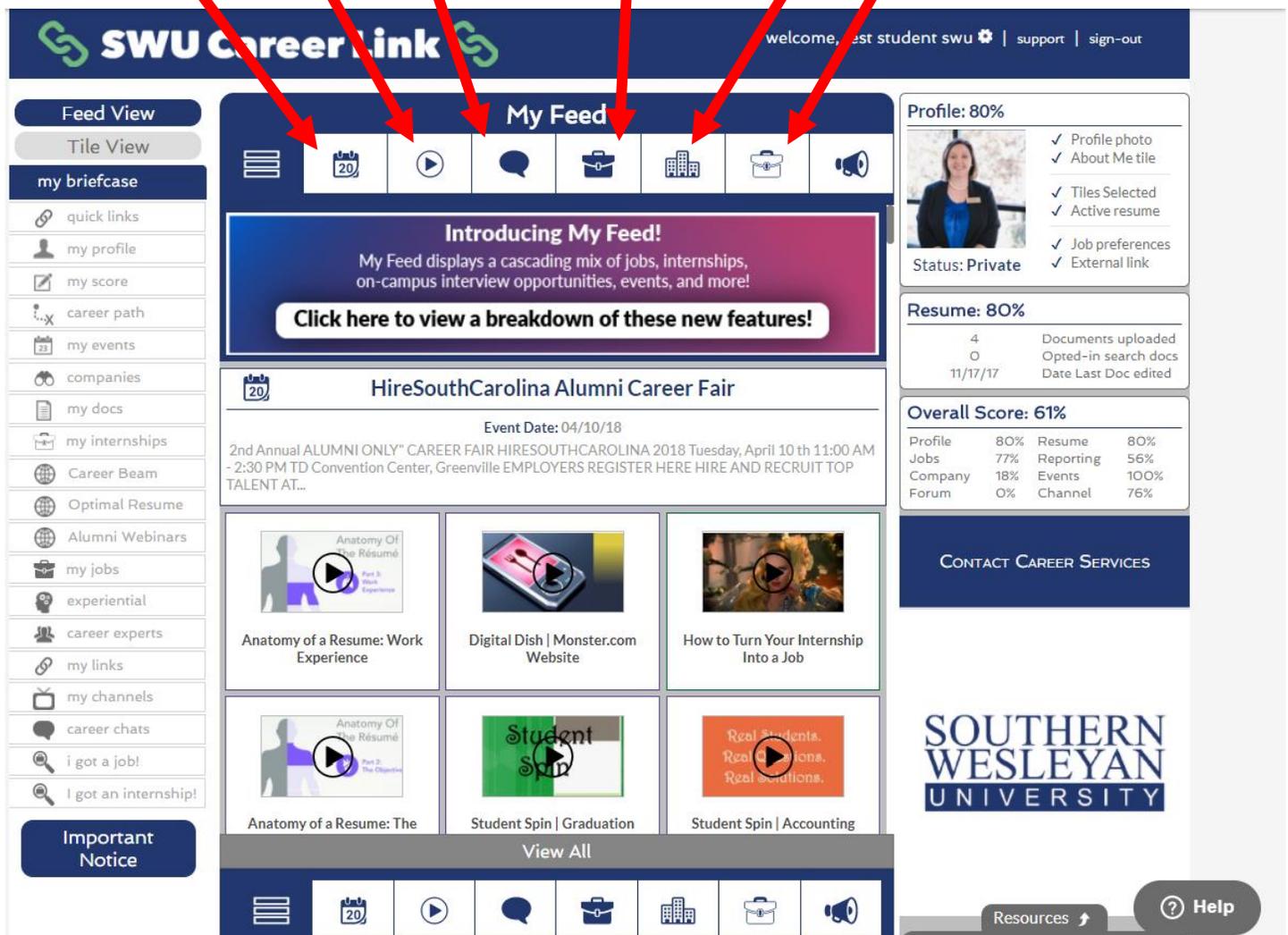


The screenshot shows the login page for Southern Wesleyan University. At the top left is the "SOUTHERN WESLEYAN UNIVERSITY" logo. To the right, the text "Connect Engage Recruit!" is displayed. Below the logo, there are three buttons: "NEW USER?", "NEW EMPLOYER", and "NEW UNIVERSITY". To the right of these buttons is a login form with fields for "EMAIL" and "PASSWORD", a "REMEMBER ME" checkbox, and a "SUBMIT" button. A link for "FORGOT YOUR PASSWORD?" is located below the submit button.

You may need to go to the **SWU Career Link** Login Page to use your email address and password to login and click Submit

New features on the student homepage! Check out the NEW LOOK below!

| | | | | | |
|--|---|---|---|--|--|
| <p>Click</p>  <p>For Events and to RSVP</p> | <p>Click</p>  <p>To watch videos</p> | <p>Click</p>  <p>To join chats about career topics</p> | <p>Click</p>  <p>To see and apply for job openings</p> | <p>Click</p>  <p>To see company and organization profiles</p> | <p>Click</p>  <p>To see and apply for internships</p> |
|--|---|---|---|--|--|



The screenshot shows the SWU Career Link student homepage. At the top, there is a navigation bar with the SWU Career Link logo and user information. Below this is a 'My Feed' section with a navigation bar containing icons for: Home, Events (calendar), Videos (play button), Chats (speech bubble), Jobs (briefcase), Companies (building), Internships (briefcase), and Notifications (megaphone). A central banner reads 'Introducing My Feed!' and 'Click here to view a breakdown of these new features!'. Below the banner are several featured items, including a 'HireSouthCarolina Alumni Career Fair' event and various video resources like 'Anatomy of a Resume: Work Experience' and 'Digital Dish | Monster.com Website'. On the right side, there are profile and resume completion statistics. At the bottom, there is a 'View All' button and a footer with 'Resources' and 'Help' links.

Increase Your Career Score by exploring the platform

The screenshot shows the SWU Career Link dashboard. The top navigation bar includes the SWU Career Link logo and the text 'welcome, test student swu | support | sign-out'. The left sidebar contains a 'Feed View' section with 'Tile View' selected, and a 'my briefcase' section with various links like 'quick links', 'my profile', 'my score', 'career path', 'my events', 'companies', 'my docs', 'my internships', 'Career Beam', 'Optimal Resume', 'Alumni Webinars', 'my jobs', 'experiential', 'career experts', 'my links', 'my channels', 'career chats', 'i got a job!', and 'I got an internship!'. The main content area is titled 'My Feed' and features a 'HireSouthCarolina Alumni Career Fair' event listing. Below the event listing are several video thumbnails with titles like 'Anatomy of a Resume: Work Experience', 'Digital Dish | Monster.com Website', 'How to Turn Your Internship Into a Job', 'Anatomy of a Resume: The...', 'Student Spin | Graduation', and 'Student Spin | Accounting'. The right sidebar shows a 'Profile: 80%' section with a photo and a list of completed tasks, a 'Resume: 80%' section with document upload and search doc statistics, and an 'Overall Score: 61%' section with a breakdown of progress in various areas.

| Category | Score |
|-----------|-------|
| Profile | 80% |
| Jobs | 77% |
| Companies | 18% |
| Forum | 0% |
| Resume | 80% |
| Reporting | 56% |
| Events | 100% |
| Channel | 76% |

Once you are logged in click on "my briefcase" to get to your homepage. This is where you can access all that SWU Career Link has to offer. You can also click links on the left menu.

Click on the "OVERALL SCORE" LINK to get started in all the tasks that can be tracked in your career progress. This percentage score will increase every time you take more career development steps.

Increase Your Career Score by watching career tip videos!

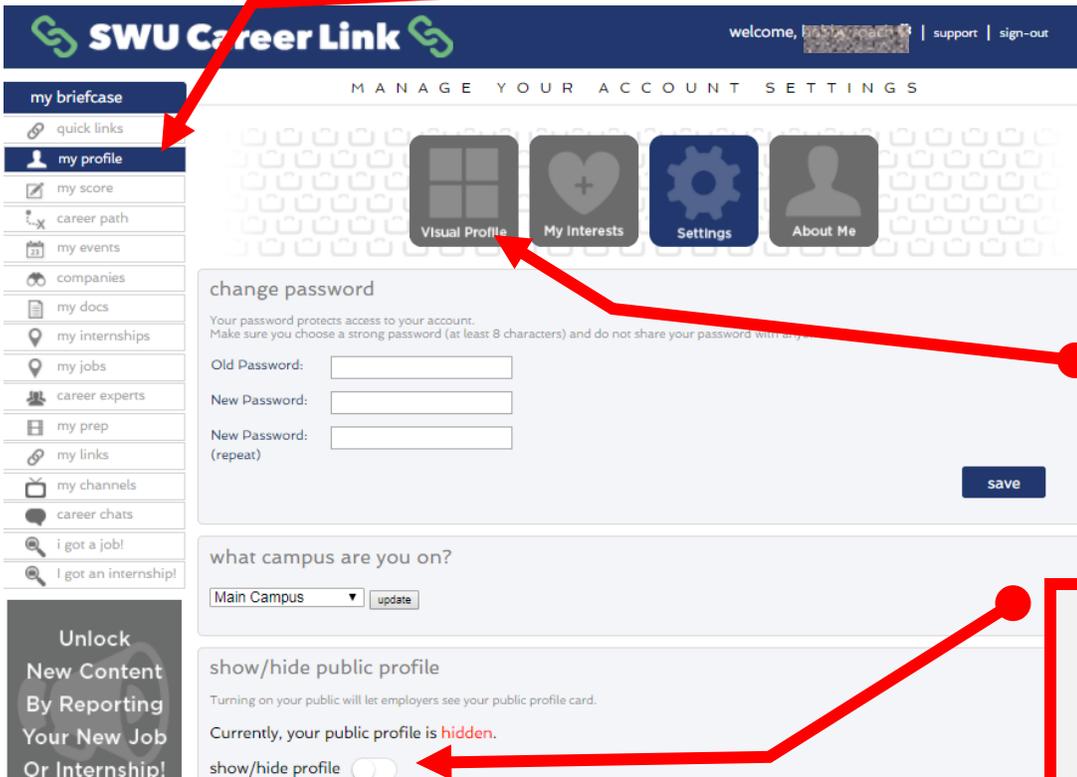
Track your progress and increase your career score in the "my score" section

Get help with short training videos by clicking the question mark icon in each section

Watch hundreds of short, career advice videos by clicking on the "my channels" link.

You can sort videos by your topic of interest or by hashtags

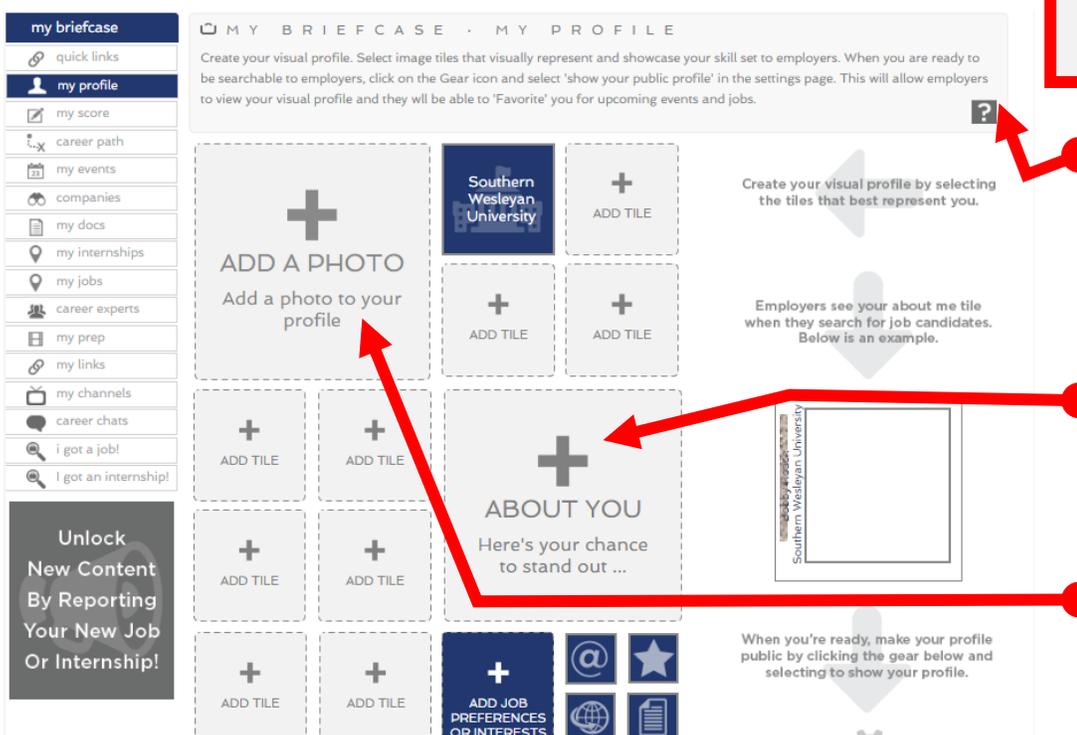
Update your Profile and make it public



The best way to attract employers is to have a complete profile. Click on “my profile” to make updates to your account and to update your profile and interests

Click on “Visual Profile” to create the profile that will be visible to employers

IMPORTANT!
Once you have a complete visual profile click the button to “Show” your profile to employers to make it public to employer contacts. **This is the only way you will be able to apply for jobs/internships and be found by recruiters!!**



Get help with short training videos by clicking the question mark icon in each section

Click the plus sign to add elements to your Visual Profile

Please Note:
Your photo should be head shot (shoulders up) wearing at least business casual attire. See advice here from [LinkedIn](#)

Unlock New Content By Reporting Your New Job Or Internship!

Unlock New Content By Reporting Your New Job Or Internship!

Upload your resume and make sure to share with employers

The screenshot shows the 'my docs' section of the SWU Career Link interface. The left sidebar contains a 'my briefcase' menu with items like 'quick links', 'my profile', 'my score', 'career path', 'my events', 'companies', 'my docs', 'my internships', 'my jobs', 'career experts', 'my prep', 'my links', 'my channels', 'career chats', 'i got a job!', and 'i got an internship!'. The main content area is titled 'MY DOCS' and includes instructions on managing documents. Below this is a form titled 'add a file to your account' with fields for 'Choose file', 'Select type', and 'Short description', along with an 'Upload File' button. A callout box asks 'Need help composing your resume? Check out our helpful resume resources by clicking here.'

Very Important!
 A final step to complete your profile is to upload a professional resume in the “my docs” section. If you need help creating or updating your resume please reach out to Ellen Pate at epate@swu.edu.

This screenshot shows the 'my docs' page with a list of documents under the heading 'documents in my account'. The list includes two resumes: 'Resume Swu Student' and 'Ellen Pate resume 2-22-17'. Each entry has a heart icon, a 'delete' button, and a 'share with employers' checkbox. The 'Ellen Pate resume 2-22-17' entry has its 'share with employers' checkbox checked. A callout box points to the 'share with employers' checkbox, and another callout box points to the heart icon.

| Document Name | Last Modified | Share with Employers |
|---|---------------|-------------------------------------|
| Resume Swu Student Resume SWU Career Link.docx | Nov 17, 2017 | <input type="checkbox"/> |
| Ellen Pate resume 2-22-17 Ellen Pate CV- 2-22-17.pdf | Jul 11, 2017 | <input checked="" type="checkbox"/> |

YOU MUST CLICK THE “SHARE WITH EMPLOYERS” button for your resume to be viewable to employers.

You can upload multiple resumes, cover letters, and other documents. Click the heart icon to select which document will be your primary document seen by all employers

Search for and apply to jobs and internships!

The screenshot shows the SWU Career Link website. The top navigation bar includes the logo, the text 'welcome, test student swu', and links for 'support' and 'sign-out'. Below the navigation bar are tabs for 'Jobs', 'Internships', 'On Campus Interviewing', 'More Job Boards', and 'My Activity'. The 'Jobs' tab is active, and the 'Advanced Search' option is selected in the search filters. The search filters include: Keyword (text input), Company Type (dropdown), Company Industry (dropdown), State (dropdown), Job Major (dropdown), College Of (dropdown), Job Type (dropdown), and Job Functions (checkbox list). The Job Functions list includes: Account Management/Planning, Accounting, Administration, Administrative/Support Services, Advertising/Public Relations, Animal Care, Architecture, Auto Technician, Aviation, Banking/Real Estate/Mortgage Professionals, Biotech/R&D/Science, Bookkeeping, Broadcasting, Business Management, Buying/Purchasing, and Chemist. Below the filters, there are three job listings: 'ABA Line Therapist' (Agapi Behavioral Consultants), 'Lighting Consultant' (Classic Lighting and Design), and 'Program Specialist/Aide' (Boys and Girls Clubs of the Midlands). A 'Help' button is located at the bottom right of the search area.

Advanced Search
Make sure to select
"Advanced Search"
to filter the job
listings.

Job Search
Click on "my jobs" in
the left menu to
view currently
posted jobs,
internships, and
external job boards.

**Select one or multiple
options in the "Job
Functions" dropdown
to filter jobs relevant
to your area of
interest**

****Note- for best
results, do not filter
by industry, major or
college***