

# UNIVERSITY of HOUSTON

## UNIVERSITY CAREER SERVICES

### ***An Introduction to Cougar Pathway***

**University Career Services (UCS) uses a system called Cougar Pathway to assist students with the following:**

- Scheduling a one on one career counseling appointment
- Searching for full-time and part-time jobs as well as internships and volunteer opportunities
- Applying for full-time and part-time jobs as well as internships and volunteer opportunities
- Reviewing resumes and cover letters for open positions
- Submitting interview requests
- Scheduling on-campus interviews
- RSVPing for UCS workshops, info sessions and career fairs

#### **Steps for logging in and completing your profile**

1. Visit AccessUH at <https://accessuh.uh.edu> and click this icon
2. Log in using your UH ID (PeopleSoft) and password



This is the home page:

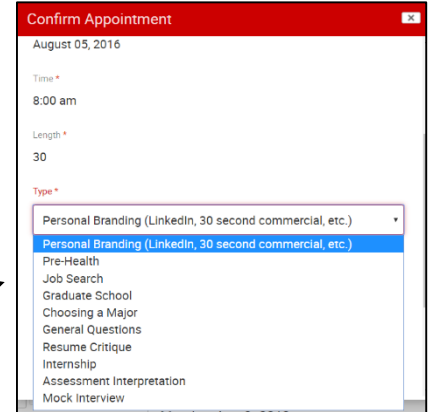
A screenshot of the Cougar Pathway web application home page. The page has a dark red sidebar on the left with navigation links: Home, Jobs, Profile, Documents, Events, Interviews, Employers, Surveys, Resources, Calendar, and My Account. The main content area features a user profile for "Neha Aamir" with a "Profile 0% Complete" indicator and a "Create your resume now" button. Below the profile is a "News Feed" with a "Job Finder has matches for you 100 Recommended Jobs" notification and a "Welcome to Cougar Pathway!" announcement. On the right side, there are three panels: "Getting Started" with a checklist (Account Created, Personal Profile, Academic Profile, Privacy Settings, Resume), "OCI" (Campus Interviews) with a progress bar, and "Shortcuts" with links for "Request a Counseling Appointment", "Recommended Jobs", and "Search for Jobs".

3. To complete your profile, click the **“Personal Profile” red link** under **Getting Started**.
4. Fill in your information and click **[Save Changes and Continue]** until you have completed the section.
5. Be sure you have entered your e-mail address correctly. This is how you will receive notifications about upcoming interview invitations. If you have not entered information correctly (work authorization, graduation date, etc.) you may not appear to qualify for jobs that you actually do qualify for. Also check to see if you have agreed to accept e-mails.

**NOTE:** You *MUST* complete your personal and academic profiles before you can search other areas of the system. The system will not allow you to move on until you've completed **BOTH** profiles.

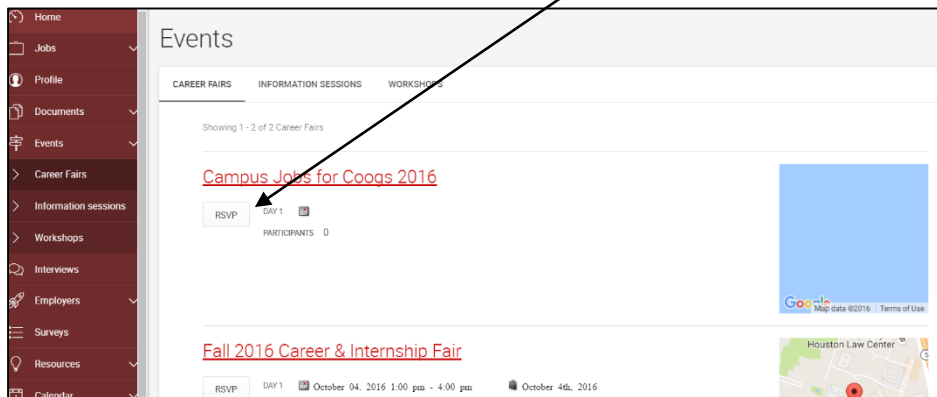
### Steps for scheduling an appointment with a Career Counselor

1. To schedule an appointment, log into Cougar Pathway. On the home page screen, look to the left hand column and click the [Calendar] button. Two options should drop down, click >Counseling Appt.
2. Click [Request New Appointment]
3. Options:
  - a. If you have a limited availability, add your availability into the date and time range and then search for available appointments by clicking [Check Availability]
  - b. If you are open, simply scroll to the bottom of the page and click [Check Availability]
4. Appointment options should become available, click on the date and time that works best for you.
5. After you pick the appointment, a confirmation page should appear.
6. Make sure you select the \*Type of appointment and add any notes you feel necessary.
7. Click [Submit Request]



### Steps for RSVPing to a Career Fair

1. To RSVP, log into Cougar Pathway. On the home page screen, look to the left hand column and click the [Events] button. Three options should drop down, click >Career Fairs
2. The upcoming Career Fairs should be listed. Click the [RSVP] button under the Fair name to RSVP.



### Steps for RSVPing to a Workshop

1. To RSVP, log into Cougar Pathway. On the home page screen, look to the left hand column and click the [Events] button. Three options should drop down, click >Workshop
2. The upcoming Workshops should be listed.
3. Click the Workshop hyperlinked name and then scroll to the bottom of the description page and click [RSVP]

