



CAPS CareerWeb

<http://careerweb.caps.aucegypt.edu>

Welcome to the CAPS CareerWeb, your gateway to internships, full-time jobs, career-related workshops, on-campus recruiting visits and other career-related services.

For first-time users, follow the following steps. If you have any difficulties during your login time, please contact us at 2797.5703


1. Login:

Your username and password are your AUC ID number without hyphens and dashes. If your AUC ID number is 6 digit, please add 000 before the ID (e.g. ID 939999 → 000939999)

 **log-in**
Please enter your username and password.
Username: (your student id)
Password:

2. Profile:

Click on **profile** tab on the main tool bar and complete your personal information.

home profile documents jobs employers interviews events calendar
Taline Gaballa | Monday, March 17, 2008 | 8:36 pm
 profile
Personal Information Privacy Password/Preferences Activity Summary ? Help
 * INDICATES A REQUIRED FIELD



3. **Upload Resume:**

- Click **Documents** tab and click **Add New** under **Approved Documents**
- In the Label field write the title of the resume (e.g. your name, technical resume, marketing resume, date resume...etc.)
- Choose the document type
- Click on Browse to upload the resume from your computer.
- To activate your account, CAPS staff will review and verify your uploaded resume and other documents within 2 working days. You will be informed of any recommended changes to help you make the best of the available career opportunities.

Student Document

Label*:

Document Type: resume Cover Letter Unofficial Transcript Writing Sample Other Documents

Maximum file size: 200kb

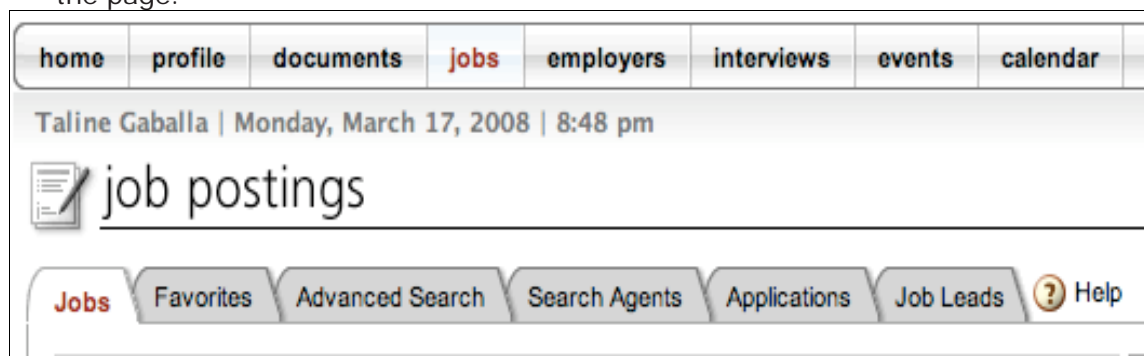
File*:

Please select your document to upload.

Pending Documents: this tab will show you the documents that the CAPS office will approve within 2 working days.

4. **Apply to Jobs/Internships:**

- Once your account is activated, log in to the system again and click on jobs tab on the main tool bar.
- Choose your geographical preferences
- You will get access to all internships/jobs suitable to your status. To apply to opportunities of interest, click on the job title where you would find more information on the selected job. To apply click on the submit button available on the right side of the page.



Important Note for the CareerWeb System:

- If you forget your password, contact CAPS office
- Check the **events** and **calendar** tabs for updated information about our activities and events.