

STUDENT PORTAL INSTRUCTIONS



Register
Navigate
Create Your Profile
Search Jobs

REGISTER FOR YOUR FREE ACCOUNT

Go to my.ntinow.edu

Under 'Create a free account, select 'I am a Job Seeker'

Under 'Username' use your first and last name

Under Email, use a valid email address

Enter your Password twice

Enter the words in the security box

Click on 'Create Account'

You will be forwarded to a Word Press Confirmation Page

The screenshot shows the registration process on the my.ntinow.edu website. The form is titled 'Create a free account' and has two radio buttons: 'I am an Employer' (selected) and 'I am a Job Seeker' (indicated by a blue arrow). The form fields are: Username (Jane Smith), Email (JaneSmith@YAHOO.com), Enter a password (masked with dots), and Enter password again (masked with dots). A reCAPTCHA security box is present with the words 'Asheena' and '642'. A 'Create Account' button is at the bottom. To the right, the 'Already have an account?' section has fields for Username and Password, a 'Login' button, and a 'Lost your password?' link. Below the registration form, a yellow confirmation box from WordPress states: 'Registration successful. An email has been sent to the site administrator. The administrator will review the information that has been submitted and either approve or deny your request. You will receive an email with instructions on what you will need to do next. Thanks for your patience.'

Check your email as you will be issued a new, highly secure password (*may take up to one business day*). Use it to log in to 'Already have an account?' (see upper right of screenshot on this page)

NAVIGATION

Main Navigation Bar

Find useful links for Resume Prep, valuable Career Services information, Certification links, Program Resources and more.

Quick Links

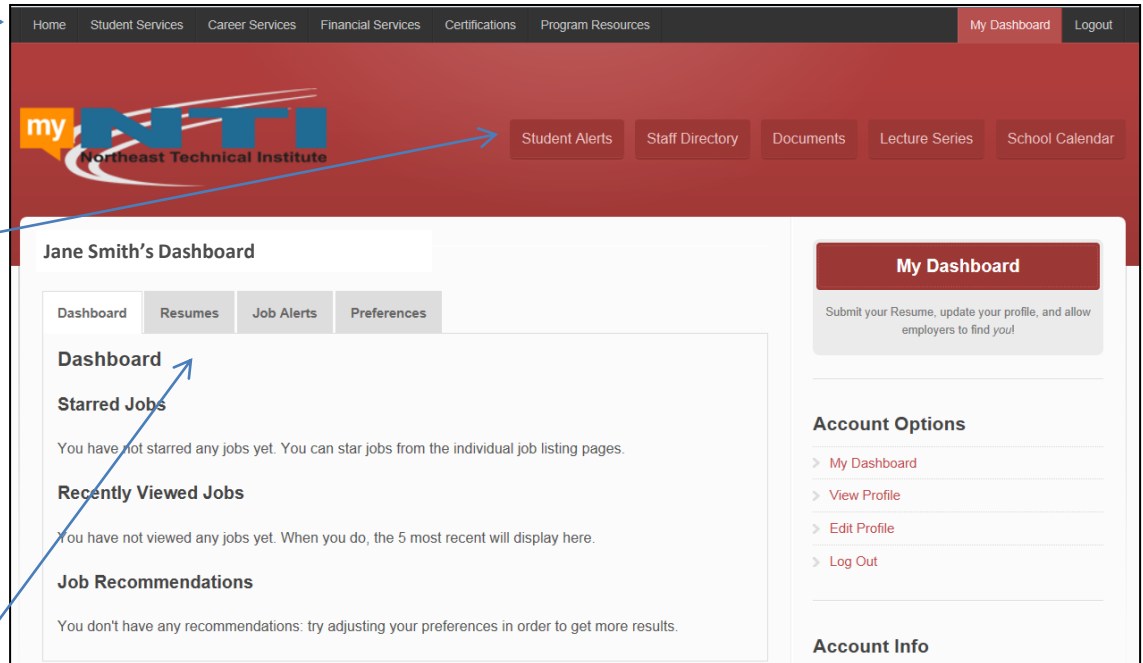
Check Student Alerts for school/class cancellations, download important documents and view the 'School Calendar' for events like graduation, Course Lectures and more.

Dashboard

Customize your Online Resume, update your profile, and allow employers to find you!

- Create your Online *Resume. Just click on 'RESUME' tab and follow the prompts. Fill in the required fields, and upload your personal photo (make it a professional one!).
- Sign up for 'Job Alerts' and receive tailored job alerts directly on your email. Control alerts by selecting the options that best suit the job you are looking for.
- Click on the 'Preferences' tab to select the options to control what is shown publicly on your resume.
- Use 'Account Options', to edit or update your profile.

**After you 'SAVE' your online resume, you can make it 'Public' so employers can view it – just follow the prompt.*



YOUR *ONLINE RESUME

What Employers See

- Your Name
- Image
- Contact Information
- Desired Salary (be careful with amount – best to leave blank)
- Summary
- Specialties
- Skills
- Education
- Work Experience

Have questions about creating your Online Resume? Contact your Student Services Representative today.

jdonald@ntinow.edu

cthibodeau@ntinow.edu

The screenshot shows a web browser window displaying a resume profile for Jane Smith. The profile includes a header with her name, a photo, and a 'My Dashboard' button. Below the photo is a 'Summary' section with a '+ Add Website' button. The main body of the resume is divided into sections: Summary, Specialities, Skills, and Education. The right sidebar contains 'Account Options' and 'Account Info' sections.

Section	Content
Name	Jane Smith
Resume	Resume posted by Jane Smith in Healthcare
Desired salary	\$.
Desired position type	Full-Time.
Tel:	207-555-1212
Mobile:	207-555-1312
+ Add Website	(Button)
Summary	Recent Graduate of NTT's Medical Assistant Program – Nationally Certified
Specialities	AED, CPR, EKG, First Aid, Heimlich, Medical Terminology, Patient Care, Sterile Techniques, Vital Signs
Skills	• Certified Medical Assistant (American Medical Technologists)
Education	Northeast Technical Institute, Scarborough, ME June 2012 Clinical Medical Assistant (CMA) Career Diploma
Account Options	My Dashboard View Profile Edit Profile Log Out
Account Info	Username: Jane Smith Account type: Job Seeker Member Since: October 31, 2012 9:14 pm Last Login: October 31, 2012 9:16 pm

IMPORTANT:

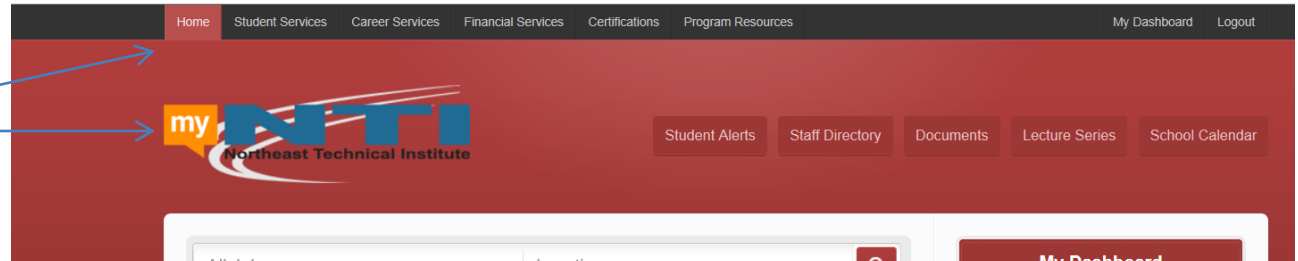
- When completing the fields in your online resume, have your hard copy with you to use as a guide
- DO USE an appropriate image – if you need a headshot, please see Student Services
- BE PROFESSIONAL! Do not use nicknames in email addresses, double check your spelling and grammar.

***Q:** Why create an Online Resume instead of just uploading my resume in Word or PDF?

A: Our Online Resume fields are key-worded and searchable, unlike a document - so a recruiter can find you!

USING THE JOB BOARD

Click on the Home button or the Logo to take you to the Job Board



Use the search box to find jobs by title and/or location

Select the job you'd like to view by
Clicking on the job title

A screenshot of a job listing table. The table has four columns: Job Type, Job Title, Location, and Date Posted. The first row is highlighted in pink and shows a "Full-Time" position for "Clerical/Scheduling Specialists" at "Blue Hill, Maine, United States" posted on "30 Oct 2012". The second row shows a "Full-Time" position for "Medical Assistant" at "Blue Hill, Maine, United States" posted on "30 Oct 2012". The third row shows a "Part-Time" position for "PT Medical Assistant" at "Ellsworth, Maine, United States" posted on "30 Oct 2012". The fourth row shows a "Full-Time" position for "Health Information" at "Ellsworth, Maine, United States" posted on "30 Oct 2012".

Job Type	Job Title	Location	Date Posted
Full-Time	Clerical/Scheduling Specialists	Blue Hill, Maine, United States	30 Oct 2012
Full-Time	Medical Assistant	Blue Hill, Maine, United States	30 Oct 2012
Part-Time	PT Medical Assistant	Ellsworth, Maine, United States	30 Oct 2012
Full-Time	Health Information	Ellsworth, Maine, United States	30 Oct 2012

See Job Description,
*View & Apply Online or
Star Job to save

A screenshot of a detailed job listing for "Clerical/Scheduling Specialists". The listing includes the job title, location ("Blue Hill, Maine, United States"), and date posted ("30 Oct 2012"). Below the title is a "Job Description" section. The description includes the job title "Medical/Clerical Specialist/Scheduling Specialist", the location "Blue Hill Family Medicine, Blue Hill, ME", and the job type "Regular Full-time Day M-F 8-4:30 Hours per Week: 40". At the bottom of the listing are four buttons: "View & Apply Online", "Star Job", "Print Job", and "View Map".

Job Description

Medical/Clerical Specialist/Scheduling Specialist Regular Full-time Day M-F 8-4:30 Hours per Week: 40

Oct-15-12 16079 Blue Hill Family Medicine Blue Hill, ME

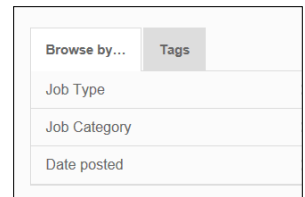
Job Categories: *Featured Jobs, Healthcare, and Medical Administrative*. Job Types: *Full-Time*.

No views yet

View & Apply Online Star Job Print Job View Map

**Most times, the 'View & Apply Online' option will take you to a hiring company's Website – but some listings will re-route to our default page as the company does not have a website or the job is not posted. If you'd like more information on a particular job posting, contact your Career Services Representative.*

You can also browse jobs by Type, Category (Medical, IT, etc.) and by date

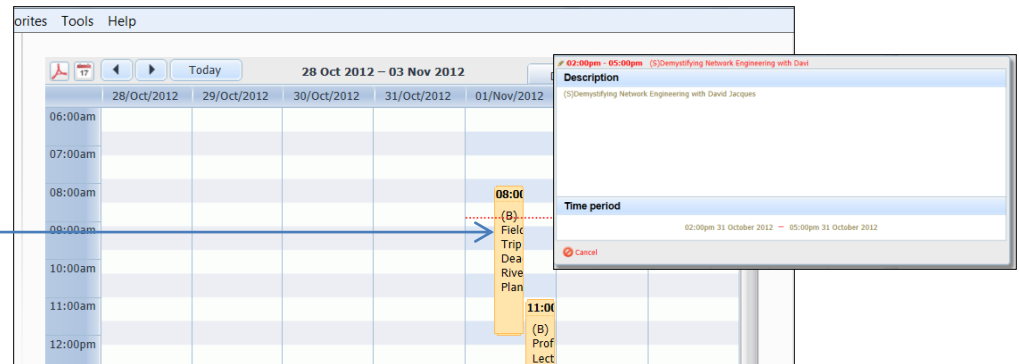


SCHOOL CALENDAR

Using the 'School Calendar':

To view an event (lectures, workshops, field trips, school vacation, etc.), click on the highlighted area to see description.

All Scarborough campus events begin with (S) and Bangor's with (B).



NEED HELP?

Send us your questions at mynti@ntinow.edu or contact your Student Services Representative.

YOUR FEEDBACK IS IMPORTANT TO US

We want to know what you think of the new student portal. Email us at feedback@ntinow.edu.