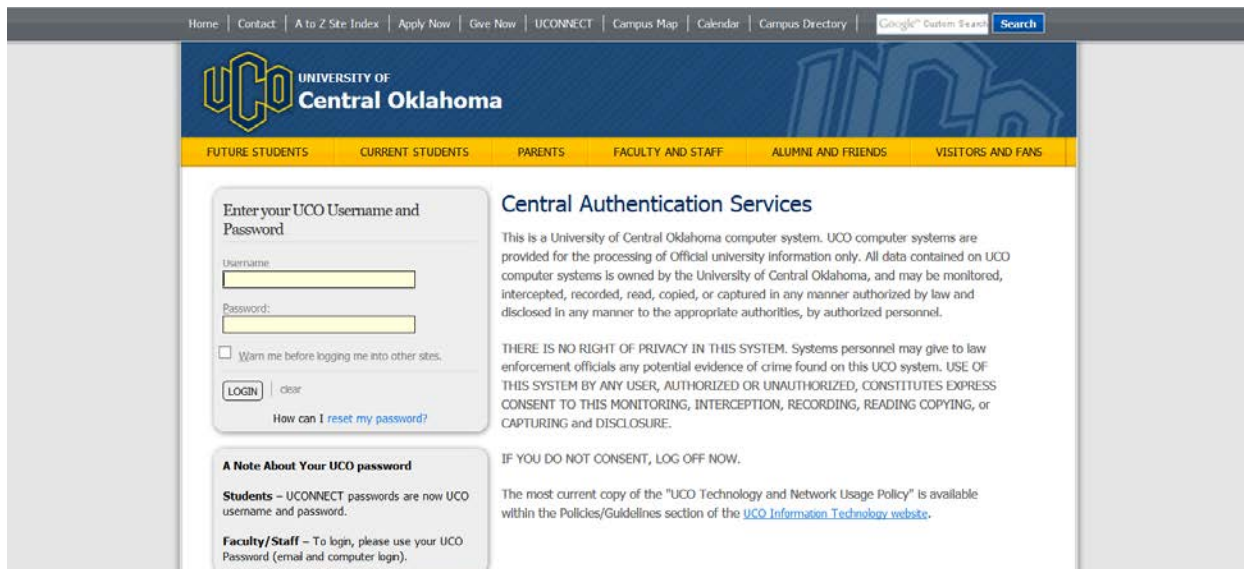


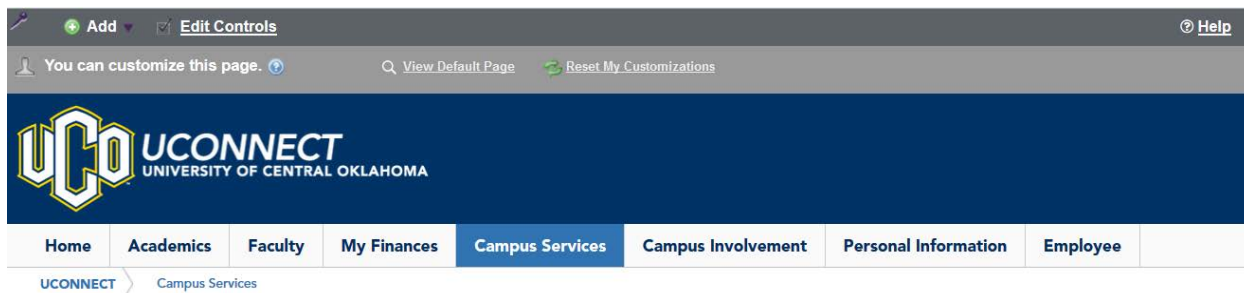
## Directions for Completing Your Profile in HireBronchos

### Step 1: Login to [UCONNECT](#)

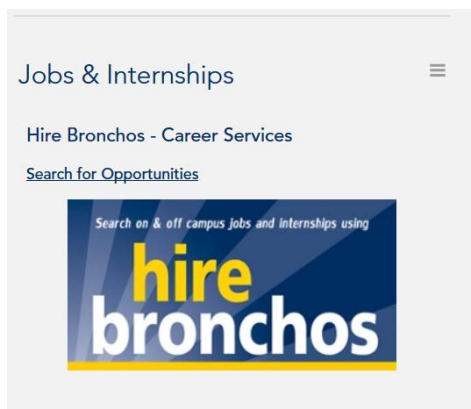


The screenshot shows the UCONNECT login page for the University of Central Oklahoma. At the top, there is a navigation bar with links for Home, Contact, A to Z Site Index, Apply Now, Give Now, UCONNECT, Campus Map, Calendar, and Campus Directory. A search bar is also present. Below the navigation bar is the UCO logo and the text "UNIVERSITY OF Central Oklahoma". A yellow navigation bar contains links for FUTURE STUDENTS, CURRENT STUDENTS, PARENTS, FACULTY AND STAFF, ALUMNI AND FRIENDS, and VISITORS AND FANS. The main content area is divided into two columns. The left column contains a login form titled "Enter your UCO Username and Password" with fields for Username and Password, a "Remember me" checkbox, a "LOGIN" button, and a "clear" link. Below the form is a link "How can I reset my password?". The right column is titled "Central Authentication Services" and contains a disclaimer about the security of the system and a privacy notice. A note below the disclaimer states "IF YOU DO NOT CONSENT, LOG OFF NOW." and provides a link to the "UCO Information Technology website" for the most current copy of the "UCO Technology and Network Usage Policy".

### Step 2: Click the Campus Services Tab



### Step 3: Go to the Jobs & Internships section



#### Step 4: Click the HireBronchos image



#### Step 5: Complete your HireBronchos profile

The screenshot shows the "My Profile" page on the HireBronchos website. The page has a blue header with the UCO logo and the text "HireBronchos CAREER SERVICES". On the left, there is a navigation menu with "Profile Information" selected, "Submit", and "Log Out". The main content area is titled "My Profile" and contains a "Continue" button and a "Change Password" button. Below this is the "Personal Information" section, which has a "Save" button and a "Cancel" button. The form contains several fields: "First Name", "Middle Name", "Last Name", "Local City", "User Name", "Local State", "Local Zip", "Password", "Country", "Permanent Address Line 1", "Permanent Address Line 2", "Permanent City", "Permanent State", "Permanent Zip", "Perm Country", "Permanent Phone", "Permanent Phone 2", "Local Phone", "Mobile Phone", "Cell Phone", "Cell Carrier Name", "Cell Carrier Domain Name", "Allow text messages from office", "Allow text messages for job agents", and "Email". There are "Change" links next to the "Password" and "Cell Carrier Domain Name" fields. The form is currently empty, and the "Save" button is highlighted in green.

#### Step 6: Take a screenshot of the homepage

- [Screen shot directions for Mac users](#)
- [Screen shot directions for PC users](#)

**uCo HireBronchos**  
CAREER SERVICES

My Account ▾ Employer Directory Job Search ▾ On Campus Interview Schedules ▾ Career Events

Log Out **Home**

Home  
Calendar  
Resource Library  
My Favorites  
I want to ... ▾  
Report a Hire  
View My Activity

**GRADLEADERS**  
Search jobs from the world's top employers.  
Access now »

Engineer  
Tata Consultancy Services Limited  
Sales Representative  
Liberty Mutual Insurance  
Summer Business Analyst  
McKinsey & Company  
Finance/Accounting

**Announcements** [Printer Friendly](#)

**If you are having a difficult time signing up for on campus interviews or navigating the database, refer to the user guides in your resource library below.**

The Career Services Office and HireBronchos serve as a referral source for jobs and other opportunities and generally cannot make specific recommendations regarding off-campus employers. Career Services makes no guarantees about the positions listed by the office. Career Services is not responsible for safety, wages, working conditions or any other aspects of off-campus employment. While we expect employers to adhere to ethical standards, we are not able to research the integrity of each organization or individual that lists a job with us. Students and alumni are urged to ask good questions and use common sense when applying for any job or internship, particularly with respect to employment in a private home or other opportunities not affiliated with an established public or private sector.

**Task List** **Upcoming Events** [See All](#)

No tasks available at this time. No events available for the next week.

**Account Summary**

**Profile Last Modified:**  
[Update Profile](#)

**Current E-mail Address:**  
[Change Email](#)

**Default Resume Last Modified:**  
No document on file [Update Resume](#)

**Allow Employer Viewing (Keep this updated!)**  
No [Change](#)

**Access Level:**  
Student

**Connect With Us**

[f](#) [t](#)

**Step 7: Save the screen shot image to upload with your application**