



STUDENT REGISTRATION GUIDE

eBUC\$
electronic Barry University Career \$ystem



www.myinterfase.com/barry/student

gives you access to job search database, company and contact information, resource library, and calendar of events

What is eBUC\$?

- ▣ eBUC\$ is an electronic database tool that enables Barry University students and alumni to search for jobs and to find helpful resources about resumes, cover letters, and links to other career-related websites.
- ▣ All employers in eBUC\$ have contacted our office to help them fill in their available positions.



What is eBUC\$?

- ▣ Any types of jobs can be found, ranging from internships to full-time employment opportunities.
- ▣ New jobs are posted on a daily basis.
- ▣ You will also receive email alerts on upcoming career services events.
- ▣ All Barry University students and alumni have to update and complete their profile in order to be active and access eBUC\$. To register, it is easy, quick, and free!

First Time Student Registration

▣ TWO ways to log in to eBUC\$:

1. Go to the Barry University Career Services link: <http://student.barry.edu/careerservices/>, click on eBuc\$ (electronic Barry University Career System), and click on [**Search eBUC\\$**](#).

OR

2. Go to <https://www.myinterfase.com/barry/student>

ATTENTION: Make sure that your pop-up blockers are turned off.

First Time Student Registration

Click on “Click here to register!” to create your own profile.

Student/Alumni Login

Welcome to eBUC\$, YOUR electronic Barry University Career System

NEW USERS

If you have NOT registered with this site before, click on the link below "[Click here to register!](#)" below to create a new account*.

***For assistance in registration and completing your profile, click here to review the [eBUC\\$ REGISTRATION GUIDE](#).**

AFTER CREATING YOUR ACCOUNT, UPLOAD YOUR RESUME FOR APPROVAL

RETURNING USERS

If you forgot your password, click on the link below "[Forgot your password?](#)" to reset your password. If you forgot your username, please call Career Services at (305) 899-4010.

Important:

- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- You should disable any popup blocker when using this site.

For further assistance, please contact Career Services at (305) 899-4010 or careerservices@mail.barry.edu.

User Name:

Password:

Login

Click here to register!

[Forgot your password?](#)

How to create a complete profile

- ▣ After logging in, the system will take you to your “profile view”. You need to click on each tab and fill out each section:
- Personal Information: Do not forget to create your own username and password. When you log in a second time, you will have to use the created username and password.
- Demographic Information
- Skills
- Additional information

Required (*) fields are marked with an asterisk. If you leave any of the required fields blank, your profile will remain incomplete, and the system will not let you log into the main page.

Once you have completed all required fields click [Continue](#)

[Continue](#)

[Profile View](#) [Personal Information](#) [Demographic Information](#) [Skills](#) [Additional Information](#)

[Personal Information](#) [\[Edit\]](#)

Please review your personal information. Click on the [\[Edit\]](#) link to make any changes.

*First Name:
*Last Name:
*User Name:
*Password:
*Permanent Address Line 1:
Permanent Address Line 2:
*Permanent City:
*Permanent State:
*Permanent Zip:
*Perm Country:
*Permanent Phone:
Permanent Phone 2:
*Local Address Line 1:
Local Address Line 2:
*Local City:

The screenshot shows a web form for creating a profile. At the top, there is a 'Continue' button and a message: 'Once you have completed all required fields click Continue'. Below this is a navigation bar with five tabs: 'Profile View', 'Personal Information', 'Demographic Information', 'Skills', and 'Additional Information'. The 'Personal Information' tab is currently selected. Below the tabs, there is a section titled 'Personal Information' with an '[Edit]' link. The text says: 'Please review your personal information. Click on the [Edit] link to make any changes.' Below this, there is a list of required fields, each marked with an asterisk (*): 'First Name:', 'Last Name:', 'User Name:', 'Password:', 'Permanent Address Line 1:', 'Permanent Address Line 2:', 'Permanent City:', 'Permanent State:', 'Permanent Zip:', 'Perm Country:', 'Permanent Phone:', 'Permanent Phone 2:', 'Local Address Line 1:', 'Local Address Line 2:', and 'Local City:'. Red arrows point from the list items in the previous block to the corresponding tabs in the screenshot.

How to create a complete profile

ATTENTION: If you forget your password, you can contact us at 305-899-4010.

- ▣ Make sure to select “Yes” to allow employers to view your profile.
- ▣ Once you have completed all the required fields, you can click on “save”.

The screenshot shows the 'Additional Information' tab of a profile creation form. At the top, there are five tabs: 'Profile View', 'Personal Information', 'Demographic Information', 'Skills', and 'Additional Information' (which is selected). Below the tabs, a message reads: 'Please enter any additional information. All fields marked with an * are required.' This is followed by a paragraph explaining the 'Allow Employer Viewing' option: 'Allow Employer Viewing determines if your profile and resume will be directly available to employers. Select YES to allow employers to search and view your profile. Select NO to only allow employers given specific access to view your profile.' Below this, a note states: 'Once you have completed making changes click **Save** at the bottom.' A 'NOTE' section follows: 'NOTE: For fields that allow multiple selections, use CTRL to select more than one.' There are two 'Save' and 'Cancel' button pairs. The first pair is above the 'Career Goal' text box. The second pair is at the bottom of the form. The 'Job Preference' dropdown menu is open, showing a list of options: 'Account Management/Planning', 'Accounting/Auditing', 'Actuarial', and 'Administration'. The 'Allow Employers to View My Profile' dropdown menu is set to 'No'. A red arrow points from the text 'Make sure to select “Yes” to allow employers to view your profile.' to the 'Allow Employers to View My Profile' dropdown. Another red arrow points from the text 'Once you have completed all the required fields, you can click on “save”.' to the bottom 'Save' button.

Profile View Personal Information Demographic Information Skills **Additional Information**

Please enter any additional information. All fields marked with an * are required.

Allow Employer Viewing determines if your profile and resume will be directly available to employers. Select YES to allow employers to search and view your profile. Select NO to only allow employers given specific access to view your profile.

Once you have completed making changes click **Save** at the bottom.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Save Cancel

Career Goal:

Job Preference:

- Account Management/Planning
- Accounting/Auditing
- Actuarial
- Administration

Allow Employers to View My Profile ?

Save Cancel

How to create a complete profile

- ▣ You should receive the following message:
“Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval. *By clicking the Submit Profile button, you are giving the university permission to release your information and resume to potential employers.*”
- ▣ Once you clicked on the “submit profile”, the system should bring you to the home page of eBUC\$.

If you are a returning user

- ❑ If you forgot your password and/or username, do not create another profile to avoid duplicates of your profile.
- ❑ If you forgot your password, click on “Forgot your password?” to reset your password.
- ❑ If you forgot your username, contact Career Services at (305) 899-4010

Student/Alumni Login
Welcome to eBUCS, YOUR electronic Barry University Career System

NEW USERS

If you have NOT registered with this site before, Click on the link "[Click here to register!](#)" below to create a new account*.

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User Name:

Password:

[Click here to register!](#)

[Forgot your password?](#)

How to upload your resume

- Click on “my account” and “my documents”
- At the bottom of the page, click “upload file” under resumes.
- Name the document as “First Name_Last Name_Resume”. Click on “Browse” to find the document on your computer and click “Upload.”

NOTE: To upload a document it must be in Microsoft Word format.

Upload Document	
*Document Name:	<input type="text"/>
*Select File to Upload:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload"/> <input type="button" value="Cancel"/>	

Click “Browse” to locate the file and then “Upload” to attach it in the system.

How to upload your resume

- The document is now uploaded. To view the resume click on [View]. This will open the resume in PDF. To download the document as a read only click [Download] and to update the resume click on [Update]. You can add more than one resume in the system.

Employment Related Categories				
Cover Letters				[Upload File]
Document	Date Submitted		Action	
Resumes				[Upload File]
Default	Document	Date Submitted	Action	
Default	Financial Resume	4/13/2007 4:19:36 PM	[View] [Download] [Update]	

Options for the uploaded resume.

- ATTENTION: Download your resume in PDF and check whether your resume has the same format as your original document. Avoid leaving an additional blank page.
- You can also upload cover letters in the same way as the resume.

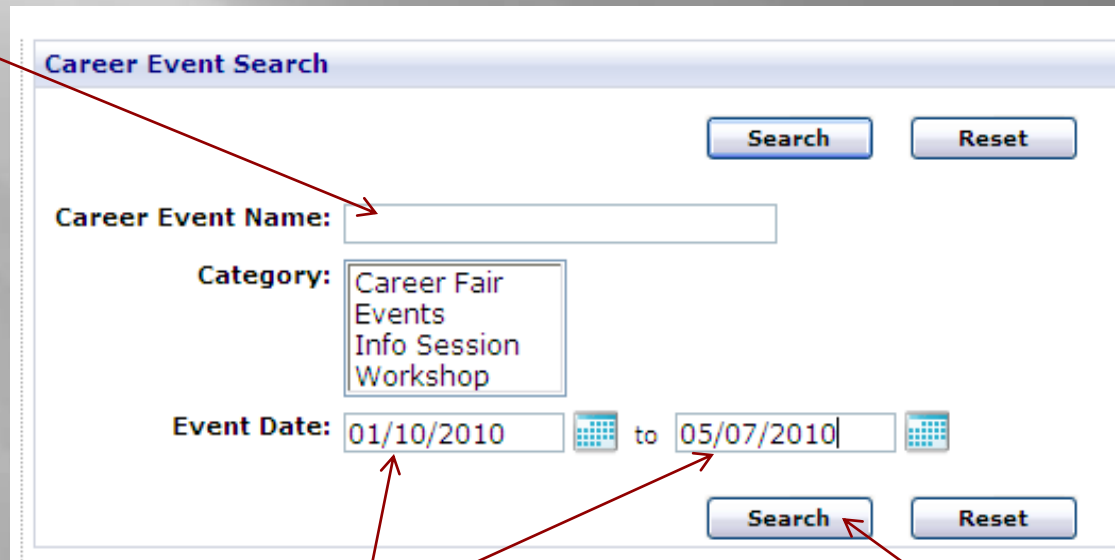
How to register to career services events

“Click on “Career Events” and the sub-tab “career events”

The screenshot shows the eBUC\$ electronic Barry University Career System interface. At the top, the logo 'eBUC\$' is displayed in large red letters, with 'electronic Barry University Career System' written below it in smaller red text. A horizontal navigation bar contains several tabs: 'Home', 'My Account', 'Employer Directory', 'Job Search', 'Interview Schedules', 'Career Events', and 'Other Web'. The 'Career Events' tab is highlighted in blue. Below this tab, a sub-menu is visible, showing 'Career Events' as a sub-tab, which is also highlighted in blue. A red arrow points from the instruction box to this sub-tab. On the left side of the page, there is a sidebar with a 'Calendar' icon, a 'Resource Library' icon, and a section titled 'I want to...' with two links: 'Report a Hire' and 'View My Activity'. The main content area displays a 'Welcome,' message, followed by the instruction 'To navigate the system use the menu items above.' Below this, there is an 'Announcements' section with a blue header and a 'Printer Friendly >' link. The text 'No current announcements found.' is displayed below the announcements section.

How to register to career services events

Leave the career event name blank



The screenshot shows a web form titled "Career Event Search". At the top right are "Search" and "Reset" buttons. Below the title, there is a "Career Event Name:" label followed by an empty text input field. A red arrow points from the yellow instruction box to this field. Underneath is a "Category:" label followed by a dropdown menu showing "Career Fair", "Events", "Info Session", and "Workshop". Below that is an "Event Date:" label followed by two date input fields. The first field contains "01/10/2010" and the second contains "05/07/2010", with a "to" label and a calendar icon between them. A red arrow points from the yellow instruction box to the first date field. At the bottom right of the form are another "Search" and "Reset" buttons. A red arrow points from the yellow instruction box to the "Search" button.

Under "event date", choose a date range from the beginning of the semester to the end so that you can see all the events of the semester our office offers. For example: 01/10/2010 to 05/07/2010.


Click on "search"

How to register to career services events

Career Event Search Results

[\[Change Criteria\]](#)

< < 1 > > Page 1 of 1, items 1 to 3 of 3

	<u>Career Event Name</u>	<u>Event Type</u>	<u>Start Date/Time</u> ▲	<u>End Date/Time</u>	<u>Location</u>	<u>Category</u>	<u>Action</u>	<u>Activity</u>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Nursing & Health Sciences Fair	Career/Job Fair	3/15/2010 12:00 PM	3/15/2010 2:00 PM	Andreas 111/112	Career Fair		
	Social Services, Non-profit, Government & Education Career Fair	Career/Job Fair	3/16/2010 12:00 PM	3/16/2010 2:00 PM	Andreas 111/112	Career Fair		
	Business & Sport Career Fair	Career/Job Fair	3/17/2010 12:00 PM	3/17/2010 2:00 PM	Andreas 111/112	Career Fair		

< < 1 > > Page 1 of 1, items 1 to 3 of 3

Click on the event you would like to attend

How to register to career services events

Click on "Register For Event"

→ Register For Event



Business & Sport Career Fair

3/17/2010 12:00 PM - 3/17/2010 2:00 PM

Andreas 111/112

Local and national employers come to this highly successful event looking to hire Barry University students in a variety of positions. Full time, part time and internship positions are available. It is strongly recommended to RSVP for this event.

Register For Event

Thank you for using eBUC\$.

If you need any further assistance, please contact us at 305-899-4010 to schedule an appointment with your career liaison.

