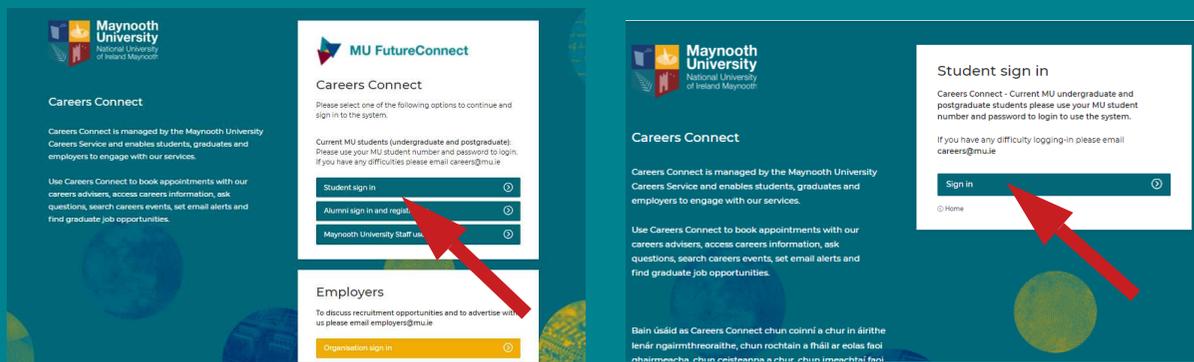


## Step 1

Go to [mu.ie/careers-connect](http://mu.ie/careers-connect)  
Click Student sign-in buttons



The screenshot shows the MU FutureConnect homepage. On the left, there is a 'Careers Connect' section with a 'Student sign in' button. On the right, there is a 'Student sign in' form with a 'Sign in' button. Red arrows point to these buttons.

## Step 2

Login with MU details  
Student number & password

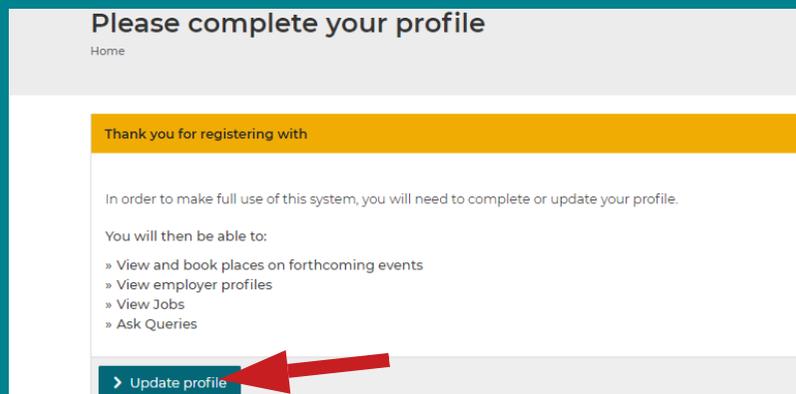


The screenshot shows the login form. It has fields for 'Username' and 'Password'. Red arrows point to these fields. Below the fields are checkboxes for 'Don't Remember Login' and 'Clear prior granting of permission for release of your information to this service.' A 'Login' button is at the bottom.

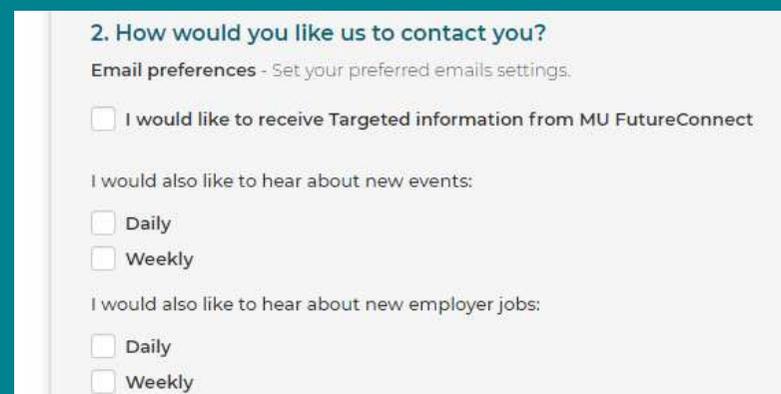
## Step 3

Update your Profile in "My Profile" tab

- Indicate your contact preferences
- Select career areas of interest to you OR click "undecided in my occupational interests".



The screenshot shows the 'Please complete your profile' page. It has a 'Home' link and a 'Thank you for registering with' message. Below that, it says 'In order to make full use of this system, you will need to complete or update your profile.' There is a list of benefits: 'View and book places on forthcoming events', 'View employer profiles', 'View Jobs', and 'Ask Queries'. At the bottom, there is a blue 'Update profile' button with a red arrow pointing to it.



The screenshot shows the '2. How would you like us to contact you?' form. It has a section for 'Email preferences - Set your preferred emails settings.' with a checkbox for 'I would like to receive Targeted information from MU FutureConnect'. Below that, it asks 'I would also like to hear about new events:' with checkboxes for 'Daily' and 'Weekly'. It also asks 'I would also like to hear about new employer jobs:' with checkboxes for 'Daily' and 'Weekly'.

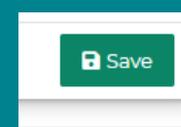
### 3. Refine what you see and receive

I am interested in the following job types:

- |   |  |
|---|--|
| <input type="checkbox"/> Graduate job (2020 & recent graduates)       | <input type="checkbox"/> Graduate internship (2020 & recent graduates) |
| <input type="checkbox"/> Graduate programme (2020 & recent graduates) | <input type="checkbox"/> Immediate start job                           |
|   | <input type="checkbox"/> Part-time job                                 |

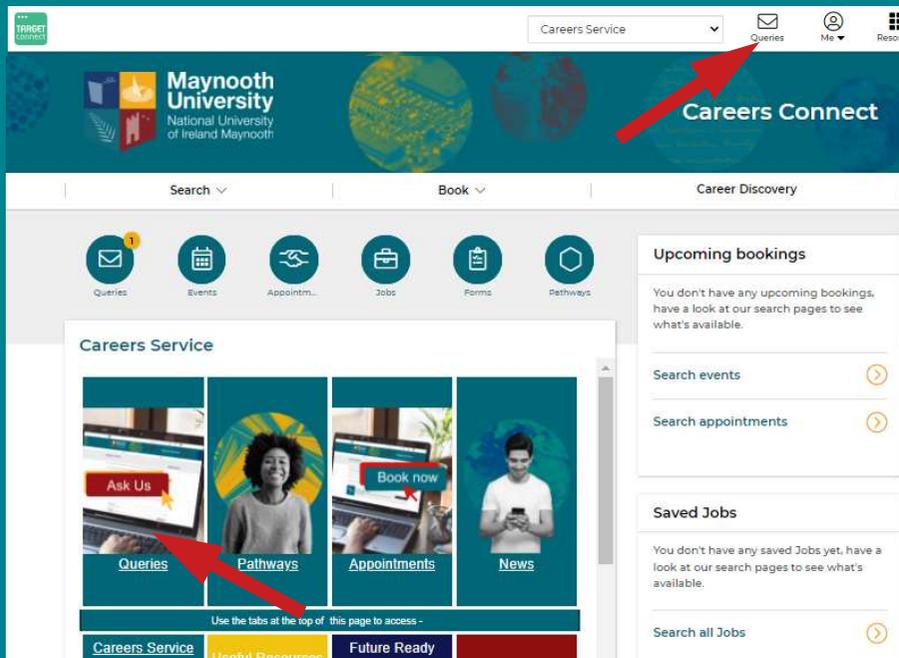
I am interested in the following occupational areas: \*

- Select...
- I am undecided on my occupational areas.
- Tick here to proceed if currently undecided on career interests  
- you can update your profile later if desired**



A green 'Save' button with a lock icon.

Send questions to our careers advisers - Queries 

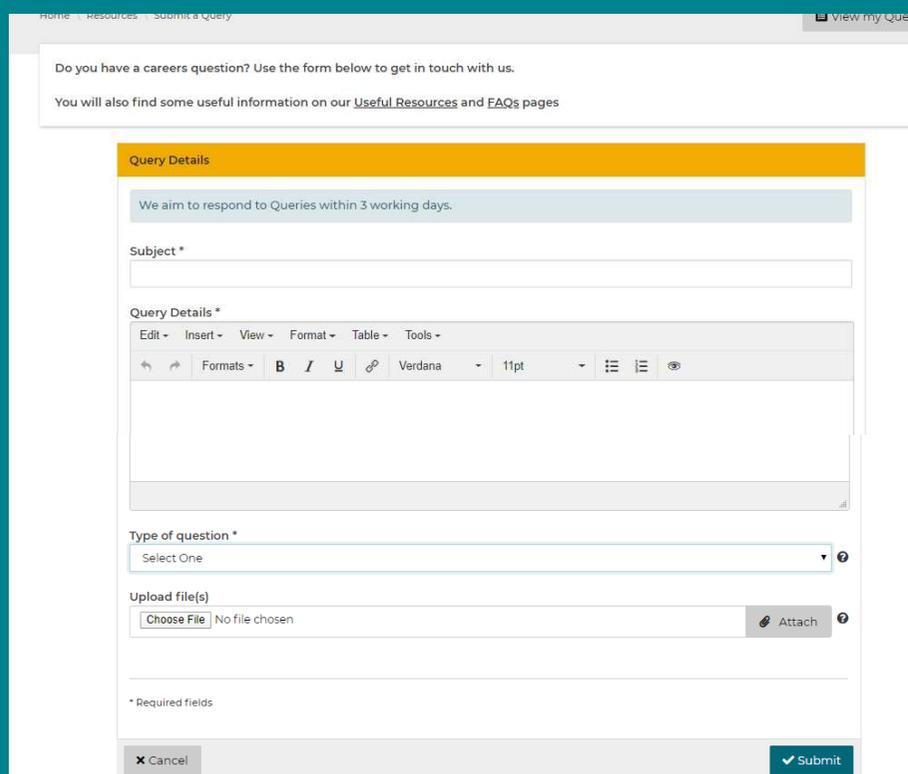


The screenshot shows the MU FutureConnect Careers Connect portal. At the top, there is a navigation bar with 'Careers Service' and a 'Queries' icon (an envelope) highlighted by a red arrow. Below the navigation bar, there is a search bar and a 'Book' button. The main content area features a 'Careers Service' section with four tabs: 'Queries', 'Pathways', 'Appointments', and 'News'. The 'Queries' tab is highlighted by a red arrow. To the right, there are sections for 'Upcoming bookings', 'Search events', 'Search appointments', 'Saved Jobs', and 'Search all Jobs'.

Log in to Careers Connect

Click Queries or the  icon

- Select "Submit a Query"
- Ask your question
- Tell us the "Type of query"
- Press Submit



The screenshot shows the 'Submit a Query' form. At the top, there is a message: 'Do you have a careers question? Use the form below to get in touch with us. You will also find some useful information on our [Useful Resources](#) and [FAQs](#) pages'. Below this, there is a 'Query Details' section with a yellow header. It includes a message: 'We aim to respond to Queries within 3 working days.' followed by a 'Subject \*' field. Below the subject field is a rich text editor with a toolbar containing options like 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. The editor has a menu with 'Formats', 'B', 'I', 'U', 'Link', 'Verdana', '11pt', and icons for list, table, and link. Below the editor is a 'Type of question \*' dropdown menu with 'Select One' selected. At the bottom, there is an 'Upload file(s)' section with a 'Choose File' button and an 'Attach' button. At the very bottom, there are 'Cancel' and 'Submit' buttons.

We'll get back to with an answer!

## Book a Careers Appointment

Maynooth University  
National University of Ireland Maynooth

Careers Connect

Search | Book

Queries Events Appointm... Jobs

Upcoming bookings  
You don't have any upcoming bookings, have a look at our search pages to see what's available.

Search events  
Search appointments

Saved Jobs  
You don't have any saved Jobs yet, have a look at our search pages to see what's available.

Careers Service

Ask Us Pathways **Appointments** News

## Log in to Careers Connect

### Click Appointments

- Select Day / Time
- Tell us a bit more"
- Click Book

Maynooth University  
National University of Ireland Maynooth

Careers Connect

Search | Book

### Appointments

Home | Book | Appointments

Please select an appointment time below and click book.  
If there are no appointments remaining and you require an urgent appointment, please send us a meeting request by clicking "Queries" above.

If you require a meeting to discuss Job Interview Preparation, please send us an Interview Preparation Meeting request by clicking "Queries" above.

Alumni users please submit a Meeting request Query, indicating when you are available and we will book you in

Additional appointments are added frequently so please check back to view latest availability.

**Next Step...** Next Step Careers Meeting  
Take the next step in your career journey... Meet with a careers adviser to discuss your career... Find out more

View appointments

## Find Jobs

Click Search - Jobs

Search for

- Graduate jobs
- Graduate programmes
- Graduate Internships
- Relevant part-time roles

Switch to Future Ready Connect to find

- Summer undergrad internships
- Micro & research internships
- Competitions
- Insight days
- Community based learning opportunities

## Resources

The screenshot shows the Maynooth University Careers Connect portal. At the top, there is a navigation bar with a 'Careers Service' dropdown, 'Queries', 'Me', and 'Resources' icons. Below this is the Maynooth University logo and the 'Careers Connect' title. The main content area features a 'Search' and 'Book' dropdown, a row of icons for 'Queries', 'Events', 'Appointments', and 'Jobs', and a 'Careers Service' section with four tiles: 'Ask Us', 'Pathways', 'Book now', and 'News'. On the right, there are sections for 'Upcoming bookings', 'Search events', 'Search appointments', and 'Saved Jobs'.

Use Careers Connect to access useful careers information and resources e.g.

- Careers Interest Tests
- Aptitude Tests
- Samples CVs
- Careers Information
- Careers Presentations
- CareerSet CV Review
- Shortlist Me Interview Prep

This screenshot shows the 'Resources' section of the portal. It is divided into two main categories: 'CV' and 'Other'. Under 'CV', there are two tiles: 'CareerSet CV Review Platform' and 'Sample CVs'. Under 'Other', there are three tiles: 'Careers Interest Tests', 'Careers Information / Resources', and 'ShortListMe Video Interview Platform'. Red arrows point to the 'CV' and 'Other' category headers.