

**MARSHALL
JOBTRAX**



Directions for New Student Account

Marshall University Career Services

1681 5th Avenue | (304) 696-2370 | www.marshall.edu/career-services | 8am-5pm, Mon.-Fri.

1. Go to www.marshall.edu/career-services, then click on the *MARSHALL JOBTRAX* button.
2. Next click on the link for Students/Alumni/Faculty.
3. Click Register for a New Account (on the right hand side of the page).
4. Fill out all required fields and submit.
5. Immediately check your email for “JobTrax Email Verification” message and click the link to confirm.



You will receive an email message within 2 business days with your JobTrax user name and password. You can now log into JobTrax, complete your profile, search for jobs or upload documents, such as your resume or cover letter. We strongly encourage you to change your password in your profile to something you will remember.

For further assistance with MARSHALL JOBTRAX please call Linda at (304) 696-2370.

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Directions for Creating a Job Search Agent

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Why would I want to create a job-search agent?

Job-search agents will alert you when there are new jobs posted to the system that meet specific criteria that you have set. You can have updates sent to you as often as every day, week, etc.

How do I setup a search agent?

To set up a search agent, click on the 'Jobs' tab and then on 'Advanced Search'. To create a new agent, select the specific criteria for the search agent. When that is completed, type a Search Agent title into the 'Save As' field and click the check-box to save it.

How do I setup a search agent to run automatically?

All Search Agents will be saved in the Search Agents tab (next to Advanced Search). To schedule the search to run and email the job list automatically, click the button in the Options column to select how often the search should be run. Results will automatically be emailed to you based on your selections.

If you would like to learn more effective navigation tips for the JobTRAX online Career Management System please call Amber at (304) 696-2370.

