



CAREERSHIFT:

CAREER MANAGEMENT SOFTWARE

<http://champlain.careershift.com>



Careershift provides an easy-to-use approach for managing the job hunt all in one place.

- **Search** through job boards, company websites, and newspapers.
- **Get inside** contact information immediately then save and manage your lists.
- **Create** as many targeted resumes and cover letters as needed, or upload your current documents.
- **Automatically** create unlimited email campaigns with your saved contacts, resumes and cover letters.
- **Campaigns** are automatically saved and recorded with reminders and follow-ups.
- **Access** your confidential CareerShift account from anywhere, anytime, 24/7.

Student & Alumni Account Setup:

1. Go to <http://champlain.careershift.com>
2. Scroll down the page until you see the section marked "Register to Begin".
3. Enter your First Name, Last Name, and Champlain College email address (first.last@mymail.champlain.edu) or current e-mail if you are Alumni.
4. Click "Sign Up".
5. Re-enter your e-mail address + Create a password and reconfirm that information.
6. Leave the group code as shown "champlain" or type "champlainalumni" if you are Alumni.
7. Complete security question info + enter the human verifier number.
8. Check box to accept user agreement + click "Next".
9. Select your affiliation (undergraduate student, graduate student, alumni, etc.).
10. You will be brought to your CareerShift account.

Questions can be directed to admin@careershift.com or call toll free (888) 232-0632.