

University of Missouri-Kansas City
Career Services
Roo Career Network
Student User Guide



- From the Career Services website (<https://www.career.umkc.edu>), click on **Student/Alumni Login**.
- Use your **UMKC username & password** to login
- Click **Submit Profile**
- Click **Personal Information** tab and complete the information and continue to do the same for the other tabs
- Click **My Documents** to upload your Resume
- Within 1-2 business days you will receive an email outlining your access to **Roo Career Network** and be able to:

Enter/update your profile – Under **My Account**, select **My Profile**

Upload/edit your resume or other documents – Under **My Accounts**, select **My Documents**

Search job opportunities – Under **Job Listings**, select job search

Set-up a **Job Agent** – Click **Save Search** then name the search and check the box to receive an email when any new jobs matching this search are available

View schedules –Under **On-Campus Interviews**, Select **Qualified** or **All Schedules**

View upcoming events – Select **Career Events**

Search the Alumni Career Network – Select **Alumni Network Search**