FutureLink Quick Start Guide
Students and Alumni

LOG-IN
Go to http://futurelink.osu.edu and click on “FutureLink Student Log in”
- Forget your password? You’ll need to contact http://8help.osu.edu
- If prompted, please complete the registration form and watch your OSU email for important follow-up info

NAVIGATE THE HOMEPAGE – Home tab
- View announcements and system alerts from Arts and Sciences (ASC) Career Services
- Quickly advance to other sections of FutureLink using shortcuts
- Jump to GoingGlobal or USA Career Guides, career resources to which the office subscribes

BUILD A PERSONAL PROFILE – Profile tab
- Add your demographic information to create a strong presence in FutureLink
- Choose to be a part of the All Students Resume Book
- View a history of changes made to your account

STORE AND RETRIEVE KEY DOCUMENTS – Documents tab
- Upload resumes, cover letters, portfolios, writing samples, or other supporting documents
- Choose to be a part of an opt-in resume book, which compiles resumes of students with similar job and internship interests for employers to review

CAREER FINDER AND RESUME BUILDER – Resources tab
- Utilize the Career Finder to research possible career paths
- Resume Builder is a great way to begin building your resume virtually

FIND A POSITION – Jobs and Internships tab
- Quickly search for opportunities using given filters like job function, industry, and keyword
- Perform a detailed search by using advanced search filters such as location and GPA
- Create a Search Agent to automate searches you perform on a regular basis
- Submit documents to apply for a position, once found
- Create a list of favorite job or internship opportunities

RESEARCH EMPLOYERS – Employers tab
- Find employers by keyword, industry, location, or A-Z index
- Review organization industry, overview of products/services, and address
- View organization’s available positions posted in FutureLink and create a list of favorite employers
**IN-PERSON OPPORTUNITIES— On-Campus Interviews tab**
- View requests from employers to interview you (applicable only for On-Campus Recruiting positions)
- Confirm request to interview and schedule a date and time based on employer’s date and time of visit to ASC Career Services
- Review the position for which you will be interviewing
- Reschedule or cancel an interview if necessary (be sure to adhere to our office policies regarding cancellations)

**ATTEND CAREER-RELATED EVENTS — Events tab**
- View upcoming events such as workshops, career fairs, and employer info sessions that are sponsored by ASC Career Services or by other career offices on campus
- Review companies attending a career fair and majors being recruited at the event

**MANAGE IMPORTANT DATES AND PERSONAL EVENTS — Calendar tab**
- Browse upcoming events by day, week, month, or year
- View postings by ASC Career Services as well as maintain your own personal event calendar

**RECEIVE EMAILS FROM ARTS AND SCIENCES CAREER SERVICES**
- Staff members from the Arts and Sciences Career Services Office periodically send email promotions about recently posted positions in FutureLink to targeted student groups based on position criteria. To receive these emails from our office, chose YES for the "Receive Email Notifications" field in the Privacy sub-tab of your Profile.
- Be sure to add our office email, asccareer@osu.edu, and staff emails to your Safe Senders list to avoid missing important communications from our office. Detailed instructions about how to do so are found in the FutureLink Document Library.

**CONTACT INFORMATION**

**Arts and Sciences Career Services Office**
The Ohio State University  
100 Denney Hall, 164 W. 17th Ave.  
Columbus, OH 43210  
P: (614) 292-6961 | F: (614) 688-3036 | E: asccareer@osu.edu  
W: [http://asccareerservices.osu.edu](http://asccareerservices.osu.edu)

**Troubleshooting and Technical Questions**
Jeanine Linkenhoker  
Career Technology and Data Coordinator  
P: 614-292-6857 | E: linkenhoker.3@osu.edu

*A complete student user guide is available for download from our website.*

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