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

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

BUILD A PERSONAL PROFILE – Personal Profile tab
- Add your work experience and project summaries to personalize your profile
- Publish your profile for a personalized URL to share with employers

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
- Resume Builder is a great way to begin building your resume virtually

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

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)

**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

**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

**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

**FILL IN PERSONAL INFORMATION — My Account tab**

• Add your demographic information to create a strong presence in FutureLink
• Choose to be a part of the All Students Resume Book

**RECEIVE EMAILS FROM ARTS AND SCIENCES CAREER SERVICES**

• To receive emails about positions recently posted to FutureLink and other career
development opportunities, chose YES for the “Receive Email Notifications” field in the
Privacy sub-tab of your My Account tab.
• 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 on our website.

**CONTACT INFORMATION**

**Arts and Sciences Career Services Office**
The Ohio State University
100 Denney Hall, 164 W. Annie and John Glenn 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

---

Stay connected to our office! [ASCcareer](https://asccareer.osu.edu)