



CUNY LEADS CONNECT Student User Guide

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Introduction to LEADS Connect

LEADS Connect is an online platform provided by CUNY LEADS's Services Office to help students and alumni in their career development. It offers various features such as:

- Applying to job postings.
 - Bidding for on-campus interviews.
 - Uploading job search documents.
 - Scheduling appointments with career counselors.
 - RSVPing to Career Services events and workshops.
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Frequently Asked Questions

How often should you check LEADS Connect?

- Check LEADS Connect several times a week to stay updated on job postings, interviews, and event registrations, as these can change frequently.

What should you do if you forgot your password?

- Use the "Forgot Password" link on the login page to reset it. If you need further assistance, contact your school LEAD's advisor.

Logging In and Password Management

1. Logging In

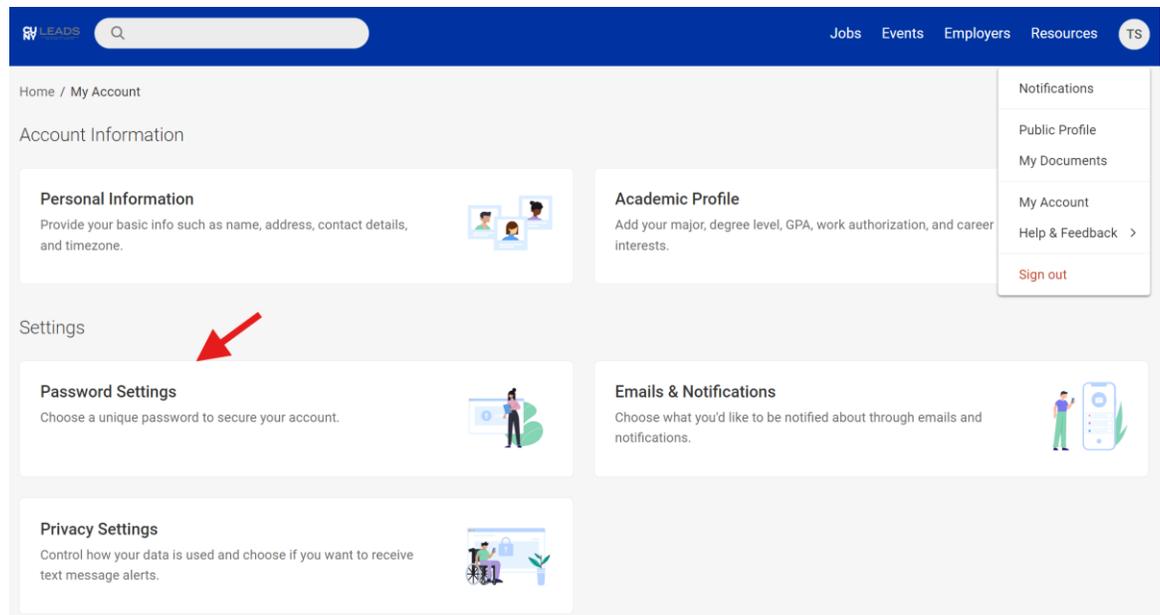
- Visit the LEADS Connect login page: <https://leads-cuny-csm.LEADS.Connect.com>
- New users will receive login details from the Career Services Office.

2. Forgot Your Password?

- Click "Forgot Password" on the login page and follow the instructions.

3. Changing Your Password

- After logging in, go to "My Account" > "Password Settings" to update your password. Always keep your password secure.



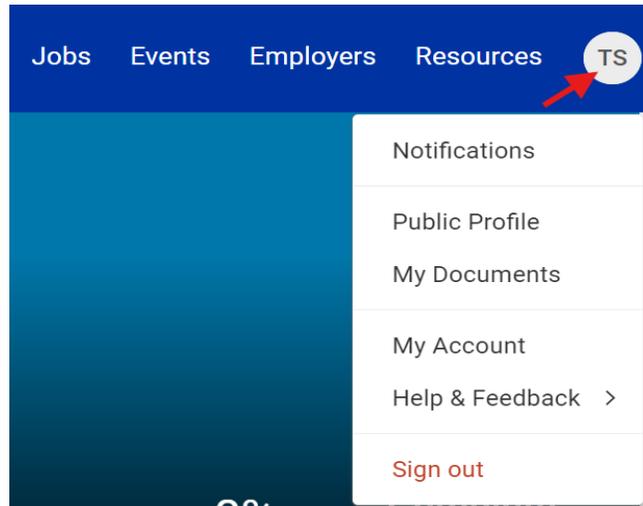
Navigating the Home Page

The home page of LEADS Connect provides quick access to essential features:

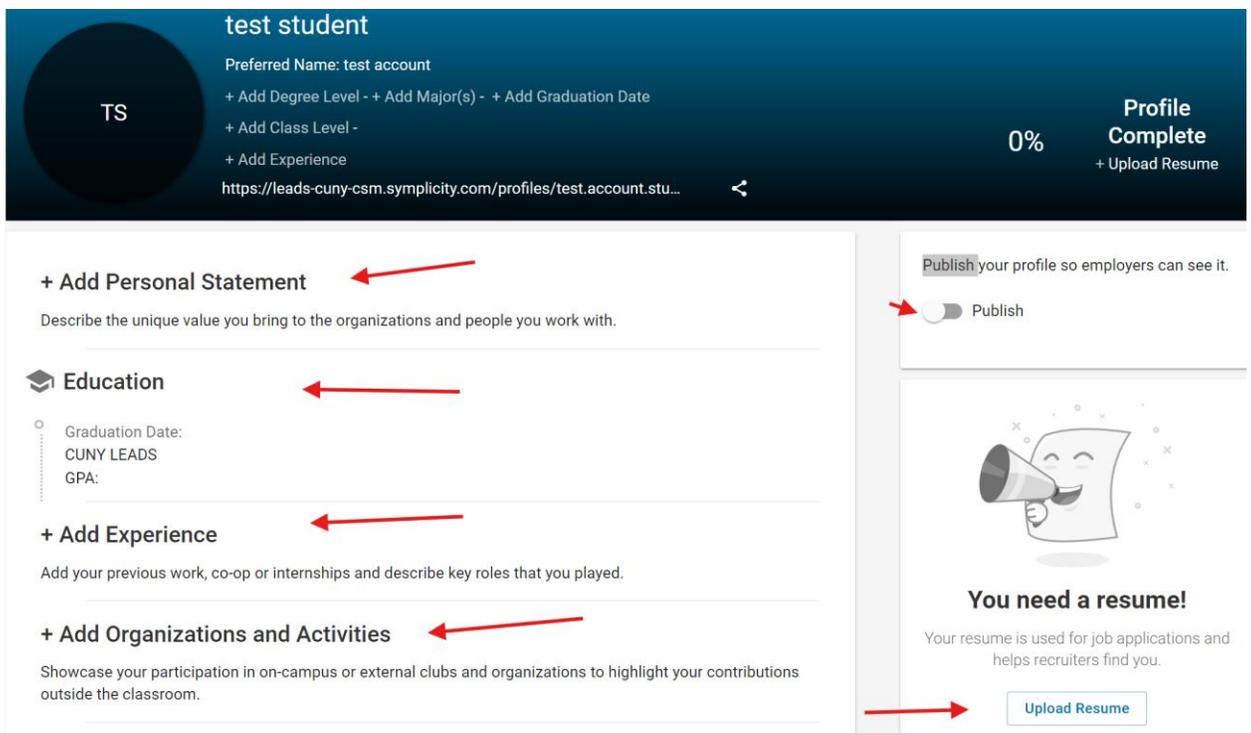
- **News Feed:** Stay informed about recent job updates and announcements.
- **Shortcuts:** Easily access to Resources such as Career Explorer, Career Finder, appointment requests, document library, and more.

Building Your Profile

1. Click the "Public Profile" located on the Profile menu tab at the top right of the screen.



2. Upload your resume and enter your contact information, education, experience, skills, any projects and awards that you achieved and save changes.



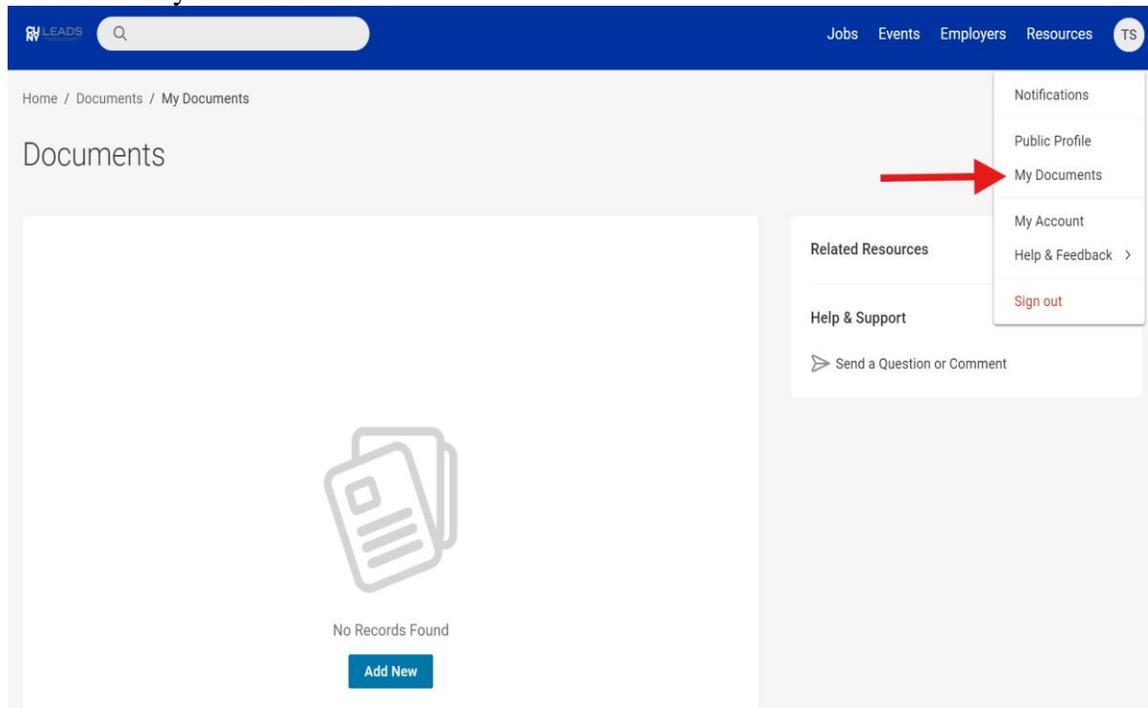
3. Set the privacy tab to "Publish" to receive emails and make your resume visible to employers.
4. Update your password preferences if needed.

Note: Keep your profile updated, especially during the summer or when your contact information changes.

Managing Documents

LEADS Connect allows you to store and manage up to 10 job application documents, including resumes, cover letters, and writing samples. Follow these steps:

1. Click the "My Documents" tab.



2. Click "Add New" to upload a new document.
3. Provide a title or label for your document and choose the document type.

Student Document

Label *

Document Type

- Resume
 Cover Letter
 Unofficial Transcript
 Writing Sample
 Other Documents

Maximum file size: 64 MB

File *

Please select your document to upload.

No file chosen

Student Notes

4. Browse your computer and upload the document.
5. Click "Submit" to save it to your storage bin.

Important: Use only the official transcript provided by the Registrar's Office when uploading your transcript.

Job Postings

LEADS Connect provides access to job postings specifically curated for CUNY students. To locate and apply for job postings:

1. Click the "Jobs" tab located on top center of the screen.

LEADS Connect Jobs page screenshot. The top navigation bar is dark blue with a search bar on the left and tabs for 'Jobs', 'Events', 'Employers', 'Resources', and 'TS' on the right. A red arrow points to the 'Jobs' tab. Below the navigation bar, the page shows a breadcrumb 'Home / Jobs / Discover', a search bar with 'Keywords' and 'Location' fields, and a 'Search' button. Below the search bar are filter options: 'Show Me', 'Position Type', 'Industry', 'Job Function', 'Remote/On-Site', 'More Filters', and 'All Jobs'. The main content area is titled 'Latest Jobs' and displays four job listings: 'Human Resources Manager' at Securitas Security Services, 'Treasury Summer Intern' at S&P Global, 'Measurement Intern' at International Rescue Co., and 'GE Ae Defen Internsl' at GE Ae Defen. Each listing includes the job title, location, and a star icon for saving.

2. Browse or search for specific job listings using the filters.
3. Click any of the available listings to view details about a job.
4. Click "Apply" and follow the instructions to submit your application materials.

LEADS Connect Resources

LEADS Connect offers career comprehensive tools such as pathways, career finder and explorer. Here's how it works:

Home / Resources

Resources

Comprehensive tools, online resources, helpful links and more to help you get started or grow.

Featured Tools

Pathways
Follow our step-by-step guide to career readiness.

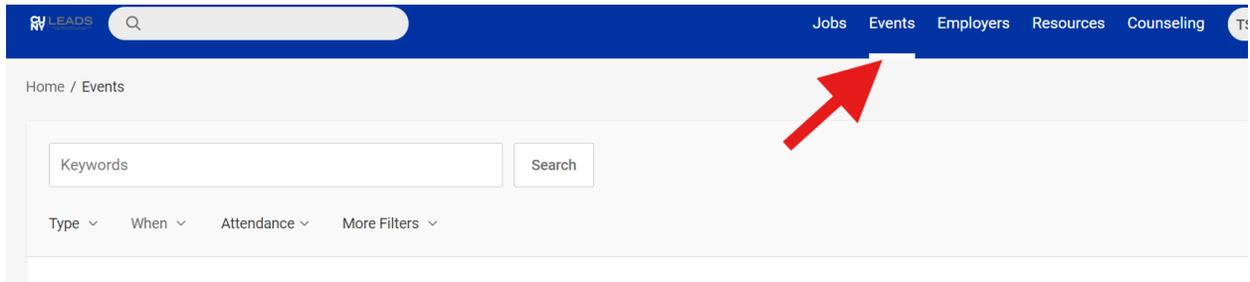
Career Finder
Find out what your interests are and how they relate to the world of work.

Career Explorer
Learn about popular careers and leading industries.

1. Click " Resources" on the home page.
 2. Select a career tool from the menu.
 3. Review details and submit the any required information.
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RSVP to Career Services Events

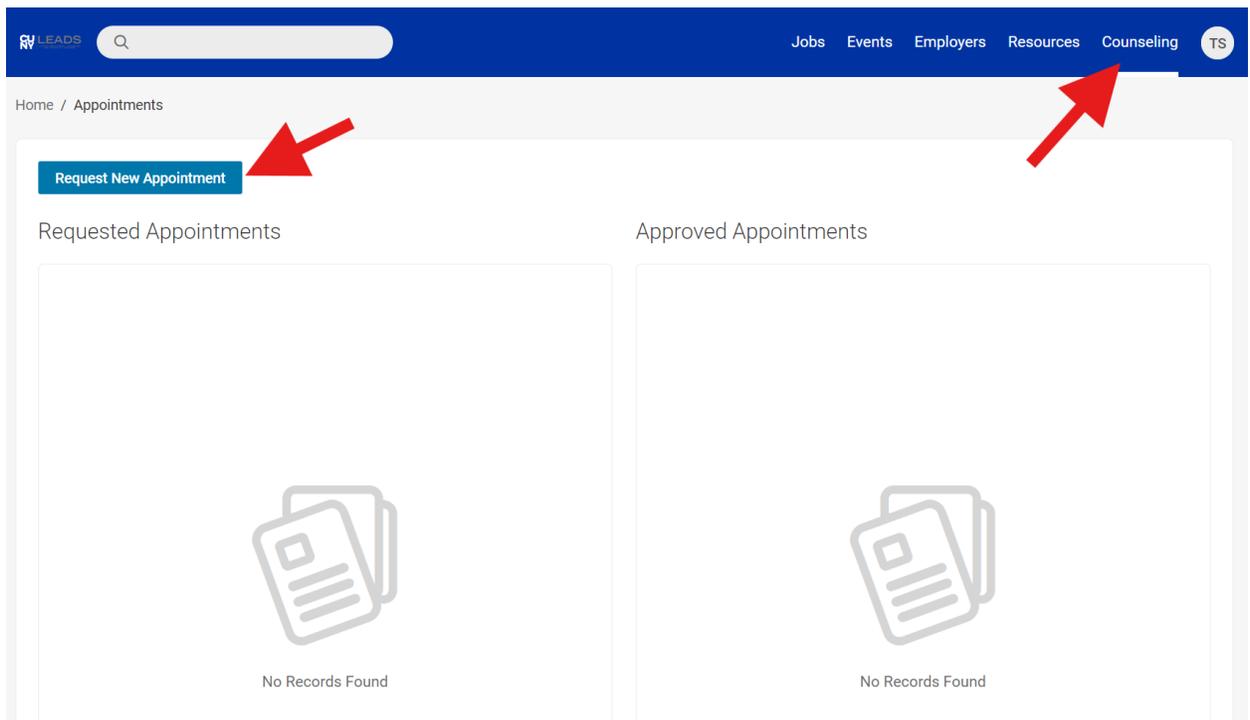
To attend Career Services events, you need to RSVP through LEADS Connect:



1. Click the "Events" tab at the top of the home page.
2. Browse and select the event you want to attend.
3. Click "RSVP" to confirm your attendance.

Scheduling Advising Appointments

For career counseling, follow these steps to schedule an appointment:



1. Click the "**Counseling**" tab followed by "**Request new appointment**".
2. Fill out the form and specify the type of assistance you need and time range.
3. Click "**Check Availability**" at the bottom of the form and choose an appointment slot.
4. Confirm your selection and submit any documents for review.

Note: You will receive an email confirmation once your request is submitted and approved.

For any additional assistance, please contact your CUNY LEADS advisor.

This guide should help students navigate and make the most of CUNY LEADS Connect. If there are any specific elements from the original document that you would like included or altered, please let us know at disability@cuny.edu