

Please follow the steps below to maximize the Wisconsin TechConnect features. Please contact Career Placement Services at [cps@gotoltc.edu](mailto:cps@gotoltc.edu) or stop into the Student Resource Center for assistance. Download the free Purple Briefcase app for convenience.

**To Login and Access your Dashboard in Wisconsin TechConnect:**

1. Go to [gotoltc.edu/career-placement](http://gotoltc.edu/career-placement) and click on the Wisconsin TechConnect login link.
2. Login using your LTC email.
3. If you do not know your password, click on "Forgot Your Password."
  - a) Type in your email and click on "Submit." A new password will be emailed to you immediately.
  - b) Login with your LTC email and new password.
    - You will be prompted to change your password right away.
      - In the future, to change your password, click on "my profile" on the left sidebar under "my briefcase."
      - Scroll down to the bottom of the page and click on "Settings."
      - Enter your old password and select your new password. Click "Save."
  - c) After you have logged in, it will take you straight to your dashboard. If you're on a different tab click "my briefcase" to get back to your dashboard. The dashboard will show events and recent jobs posted under "my feeds."
4. To view jobs click on the "my jobs" tab on the left sidebar under "my briefcase." For more in-depth instructions on the job search features, see the Job Search Functionality – Best Fits for Your Job Search section.
  - a) From here you can look at Jobs and Internships by choosing the respective tab at the top. Please note that Internships only appear in the Internships tab.
  - b) Quick Search allows you to search via keyword or job title
  - c) Suggested Jobs will show you jobs based on your program area
  - d) Advanced Search allows special filters like company type, Industry, major, job type, **job functions**, distance, school, city, and state.
5. By default, student profiles are set to private and employers will not be able to see them
  - a) If you want to make your profile public, click the gear next to your name in the upper-right of the website
  - b) Click the switch labelled "show/hide profile" to switch your profile visibility (will not switch to public unless you finish the "about me" description in your profile).

Your documents **MUST** be in a **PDF** format to be uploaded.  
If your documents are not in PDF format, follow these directions:  
Open your resume in Microsoft Word; go to 'File' and then 'Save As'  
'Save As Type' and select 'PDF (\*.pdf)' from the drop down list

## Uploading your Documents:

1. Once logged in, go to the “My Docs” tab on the left sidebar under “my briefcase”
2. Click “Browse” to locate your PDF document
3. Select the type of document that you are uploading from the dropdown list
  - a) *Resume, Cover Letter, Transcript, Writing Sample, Other*
4. To make your resume available for employers to view, check the box next to “Share with Employers” and make sure there is a grey heart next to your current resume.
  - a) *Uploading your resume does not guarantee it will be viewed. You must still "apply" to the employer's job posting as indicated.*
5. You may view your uploaded resume by clicking on the name of the file
6. To remove your resume click “delete” next to that item

## Updating Your Profile and Account Information:

1. Under “my briefcase” click “my profile” on the left sidebar
2. From here you can edit the profile that an employer would see when they click on your profile.
  - a. You can set an alternative e-mail address by clicking the “@” near the bottom of the page
    - a) You can also add a link to an e-portfolio by clicking the globe icon right below the “@” symbol
3. The “My Interests” icon is where you can set your desired industries, job functions, states, company types, and cities. These settings will feed into the Suggested Search feature.
4. The “Settings” icon is where you can change your password, change your profile visibility, or delete your account
5. The “About Me” icon is where you can update your name, phone number, address, and more
6. Add characteristics, traits, and skills to your visual profile by clicking on the + signs. Follow the steps and then click “save tile” to have it appear on your visual profile.

## Job Search Functionality – Best Fits for Your Job Search:

- 1) Suggested Search
  - a) This is the default search and matches preferences (Job Function, Industry and locations) established in your profile
  - b) This is an and/or search; if a job is connected to any one of your preferences, the job will show up
- 2) Quick Search
  - a) Keyword and Job Title searches include searching the entire job posting for the word or words entered
  - b) Special characters and spaces will impact search results (IE: daycare, day care)
  - c) Benefit: broadest job search feature
- 3) Advanced Search/Saved Searches/Setting up Weekly Email Notifications
  - a) Search option that is most narrowed or pointed to what you are seeking
  - b) Do not search via the majors; search via the Job Functions
  - c) You may select more than one option in each field
  - d) Ignore school button, enter the city field
  - e) The more filters used, the narrower the search results will be
  - f) If minimal job results occur, broaden by removing filters chosen
  - g) Saved search option only available in advanced search
  - h) To save search, title it and click save
  - i) Check the box next to the saved search and turn on the email alert toggle. Email notifications are sent on a weekly basis one week from time of turning on the notification.
  - j) To view your saved search results, click on the save search title next to the red X.

### **How to Register for an Event**

1. Go to [www.wisconsintechconnect.com](http://www.wisconsintechconnect.com) and log in to your Student or Alumni account
2. Select “my events” in the menu on the left side of the screen
3. Scroll through the list of events or search for an event in the search box. Once you find the event you’re searching for select “register now”
4. Read the event information and if you would like to attend the event, scroll to the bottom of the page and select “register”
5. Select “confirm registration”

### **Report It: I got a job! I got an internship!**

1. Congratulations – you have landed a job or an internship!
2. Tell us about it by clicking on either of the two buttons I got a job! AND I got an internship! on the bottom left hand side of the tool bar on your main profile page.
3. Stand and up and do a happy dance! Your hard work is paying off!!

### **Setting Up an Appointment with Career Placement Services**

- 4) When logged into the platform, click on the “career experts” section on the left sidebar.
- 5) Click on the calendar icon and you will be directed to Navigate, the college’s online scheduling tool.
- 6) Login to Navigate. Your login is your student id number and your password is your LTC network/computer password.
  - a. On your first login, you will be prompted to answer a few questions. Once you complete the questions, you will see your left hand navigation appear with a Scheduling option.
  - b. Walk through the questions guiding you to confirm an appointment.

For more just-in-time and at-your-fingertips help, visit the Purple Briefcase ZenDesk site:

<https://purplebriefcase.zendesk.com/hc/en-us>.