



An Introduction to Cougar Pathway

University Career Services (UCS) uses a system called Cougar Pathway to assist students with the following:

- **Scheduling** a one-on-one career counseling appointment
- **Searching** for full-time and part-time jobs as well as internships and volunteer opportunities
- **Reviewing** resumes and cover letters for open positions
- **Submitting** on-campus interviews
- **RSVPing** for UCS workshops, information sessions and career fairs

Steps for logging in and completing your profile:

1. Visit Access UH at <https://accessuh.uh.edu/login.php> and click this icon
2. Log in using your UH ID (Peoplesoft) and password



This is the home page:

The screenshot shows the Cougar Pathway profile page. At the top, there is a navigation bar with links for Jobs, Events, Employers, Resources, and Counseling. Below this is a search bar and a user profile summary. The profile summary includes: '+ Add Preferred Name', 'Bachelor's (BA, BS, BBA) - Exploratory Studies/Undecided - May 2024 | + Show GPA', 'Sophomore', '+ Add Experience', and a URL 'https://uhouston-csm.symplicity.com/profiles/raut'. To the right of the summary is a progress indicator showing '12%' and 'Profile Complete + Add A Skill'. Below the summary are sections for '+ Add Personal Statement', 'Education' (with details for a Bachelor's degree from the University of Houston, GPA: 3.5), '+ Add Experience', and '+ Add Organizations and Activities'. On the right side, there is a 'Publish' toggle, a 'Resume' section with a '+ Add Resume' button, and a 'Contact' section with '+ Add Permanent Email', an email address 'praut@central.uh.edu', and '+ Add Website'. Social media icons for Facebook and LinkedIn are also present.

3. To complete your profile, click your **Initials icon** at the middle right area of the page.
4. Fill in the information and click [**Save Changes and Continue**] until you have completed the section.
5. Be sure you have entered your e-mail address correctly. This is how you will receive notifications about upcoming interview invitations. If you have not entered information correctly (work authorization, graduation date, etc.) you may not appear to qualify for jobs that you do qualify for. Also check to see if you have agreed to accept e-mails. NOTE: Under "My Account" you **MUST** complete your personal and academic profiles before you can search other areas of the system. The system will not allow you to move on until you have completed BOTH Profiles



Steps for scheduling an appointment with a Career Counselor:

1. To schedule an appointment, log into Cougar Pathway. On the home page screen, look to the right and click on the **[Counseling]** button.
2. Click on the **[Request New Appointment]**
3. Click on **[Type]** and select from the menu
4. Options:
 - a. If you have limited availability, add your availability into the date and time range and then search for available appointments by clicking **[Check Availability]**
 - b. If you are open, simply scroll to the bottom of the page and click **[Check Availability]**
5. Appointment options should become available, click on the date and time that works best for you.
6. Make sure you select the *Type of appointment and add notes you feel necessary.
7. Click **[Submit Request]**

Note: You should get a confirmation email once the appointment is approved.

Home / Counseling Appt

Type
Career Fair Prep

Date Range
2023-12-04 to 2023-12-25

Time Range
08 00 am Clear
to
06 00 pm Clear

Length
30

Location
UH Main Campus

Counselor(s)

Steps for RSVPing to an Event such as a Career Fair, Career Mixer, Workshop etc

1. TO RSVP, login into Cougar Pathway. On the home page screen, look to the center of the page and click on the **[Events]** button.
2. Click on the event of your choice
3. Click on box on the right side of the screen **[Attend]**
4. A box will pop-up to "Share Resume" click on **[Share]**

NOTE: once this is complete a confirmation will pop-up saying "You're Attending"

Alumni Corporate Connections (Career Fair) - Spring 2024

Jan 9, 2024 5:00 PM - 7:00 PM

Attend

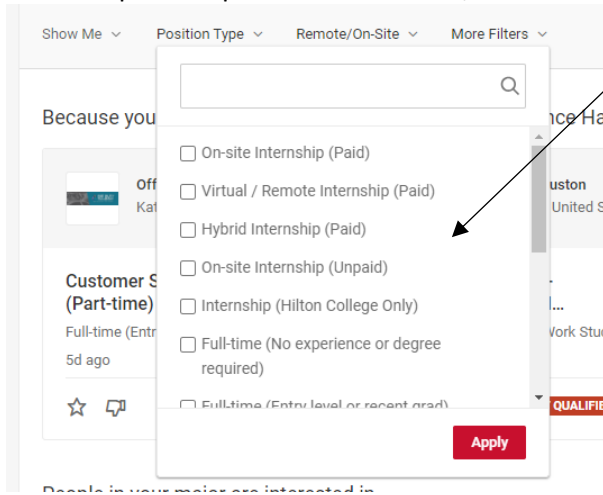


Steps for applying to jobs in Cougar Pathway:

1. Log into Access UH and click the Cougar Pathway icon
2. **IMPORTANT** = In order to apply to a job (internship, on-campus job, part-time or full-time job). ***Resume template can be found [here](#)
3. Navigate to the middle band and click [Jobs].



4. Under Jobs you will see:
 - “Search” = this will help you search for job opportunities using key words and phrases
 - “Applications” = this is a collection of all applications you have submitted in Cougar Pathway
 - Example of a quick filter is “Virtual/Remote Internship (PAID)” to help students find specific jobs



5. Under “Search” you can select position type or more filters to narrow your options.

6. Position type descriptions:

On-Campus, NON-College WorkStudy: Open to all qualified students including international students

- College Work-Study (only eligible students): Open to eligible and approved college work study students
- Research: Use to search for research related opportunities, some may be on-campus with faculty
- Part-time/Season: Open to ALL qualified students looking for a part-time (10-230 hour a week job) OFF-Campus

Internship positions types:

- On-site Internship (Paid), Virtual/Remote Internship (Paid), Micro-Internship (Paid): open to ALL qualified students looking for a paid internship
- On-shite Internship (Unpaid), Virtual/Remote Intersnhi9p (Unpaid), Micro-Internship (Unpaid): Open to ALL qualified students looking for an unpaid internship



Steps for applying to jobs in Cougar Pathway Continued:

Once you have identified a job of interest, click into the job and review the description and qualifications. If you match – apply!

8. To apply, make sure you have an updated resume.
9. Click the [Apply] button – one of 2 things can happen:
You will have the option to select a resume to submit (example below) – select the resume and click [Submit] or [add a new resume]. You may have to submit a cover letter and you can upload it

Apply to Project C.U.R.E. [Close]

Submit Your Application

Resume *
Resume [Dropdown Arrow]
or [add a new resume](#)

Cover Letter *
[Add a new cover letter](#)

[Cancel] [Submit]

10. Once you have submitted your resume (and/or cover letter) you will see this confirmation message below:

✔ Your application has been submitted

You submitted the following documents. Changing or removing these documents will not affect your application.

📄 Resume: [Resume_Template.pdf](#)

📄 Cover Letter: [Cover Letter Template.pdf](#)



Next, promote yourself to more employers

Share your default resume with recruiters who may contact you about great career opportunities that fit your education, skills and interests. [Learn More.](#)

[Promote Me Now](#)

[Maybe Later](#)