Student User's Guide

Get Started by visiting portal.tstc.edu
- *(If have this guide electronically)*, you can click on the above link and it will take you directly to hireTSTC Student Login page. At this point you will log into the hireTSTC System (next step).

- *(If do not have this guide electronically)*, you will type into the address bar portal.tstc.edu and log in to the portal with your WebAdvisor username & password.
- Click on the Industry Jobs icon on the homepage.

Log Into hireTSTC System Using Your Username and Password
- Your hireTSTC username is the same as your WebAdvisor username.
- Your password is your WebAdvisor password (usually the last six digits of your student ID).

*If you change your WebAdvisor password, go to selfservice.tstc.edu. This will link your new password to hireTSTC and all other TSTC logins.*

Update Your Profile
- Put your cursor over "My Account" and select "My Profile."
- You will see sections containing Personal Information, Demographic Information, Skills and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully complete all of the fields in each section and click on "Save." *Required fields are marked with an asterisk (*)�.

*The more detailed you fill out your profile, the better employers can match you with their jobs and the better we can assist you.*

Upload Your Documents
- Put your cursor over "My Account" and select "My Documents."
- Click on the "Add" link.
- Document Name: LastName_Resume (or document you are uploading)
- Click the "Choose File" button to find your document.
- Select the correct document.
- Click the "Save" button.

*When uploading more than one document, make sure your most generic résumé is your default. Your default résumé is the document that employers can view when accessing our system.*

Resource Library
- Located on the far left column, this section provides various tools for your professional transition and development.
- Here you will find career-related articles/blogs, videos, Money-Back Guarantee, cover letter samples, career preparation/job search process, résumé samples, interviewing,
hireTSTC instructions and the general overview of what Career Services can do for you.

If you have any questions about using hireTSTC, please contact your local TSTC Career Services Office:
Waco/Hutto: 254-867-3335 | West Texas: 325-235-7338

Search for Jobs
- Hover over “Job Search” and select “Job Search.”
- Fill in the search criteria to narrow down your job search or just click the “Search” (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply.

Report a Hire or Update Employment Information
- Select “Report a Hire” from the left-side dashboard.
- If the results do not return the position that was filled, click on the “Other” tab. Enter the job title and organization name.
- Select “Save.”
- Complete all required and/or applicable information below.
- Click “Finish” at the bottom to submit the placement information to our office.