How to Use Coyote Link

REGISTRATION FOR A NEW COYOTE LINK ACCOUNT (ONE-TIME)

STEP 1
Browse to: http://career.csusb.edu/coyotelink
Click on “for employer”

STEP 2
At the “log in” page, press the “register” button.
At the “register” screen, enter your company information as well as services you’d like to be involved in, and your contact information. After the form has been filled out, press the “submit” button.
If successful you will be taken to a screen that says:
“Thank you for registering. You will be sent an email confirmation. Please contact our office at (909) 537-5250 if we can help you further. You will receive your username and password after contacting our office.”

STEP 3
Check the e-mail account you entered, open the message from “career@csusb.edu” with the subject “CSUSB CoyoteLink Employer Registration Approval Needed.”
This e-mail will inform you that your registration is awaiting approval from our employer relations coordinator and will be processed within seven business days.

STEP 4
Once approved, an e-mail will be sent to the e-mail account you entered. Open the message from “career@csusb.edu” with the subject “Welcome To CSUSB CoyoteLink”. This e-mail will contain your CoyoteLink username and password.

TYPICAL COYOTE LINK LOGIN

STEP 1
Browse to: http://career.csusb.edu/coyotelink
Click on the “employer” button.

STEP 2
At the page with a “sign in” tab, under “log-in” enter the username and password you were given, press the “go” button.
This will take you to the “CoyoteLink” “home” page with “announcements” and “shortcuts.”
You can select “profile” to change your personal information such as e-mail address and password. For more information call the Career Development Center at 909-537-5250
How to Use Coyote Link

POSTING A JOB OPENING ON COYOTE LINK

STEP 1
Browse to: http://career.csusb.edu/coyotelink
Click on the “employer” button.

STEP 2
At the page with a “sign in” tab, under “log-in” enter the username and password you were given, press the “go” button.
This will take you to the “CoyoteLink” “home” page with “announcements” and “shortcuts.”
Click the “Create Job Posting” button under the “shortcuts” section of the home page.

STEP 3
You will be taken to the “job postings” page. Please provide all required and available “position information.”
Once you have filled out the form, press the “submit” button.
If you’d like to continue the job posting at a later time, press the “save and finish later” button.
If you have any questions while filling out the form, please call our office at (909) 537-5250.

STEP 4
When “submit” is pressed, you will be taken to a “job posting” page that will list all of your submitted job postings, as well as their approval status.
Additionally, you will receive another e-mail from “career@csusb.edu” with the subject “CSUSB CoyoteLink Non-OCR Posting - Approval Required.” This e-mail will inform you that your posting is pending approval from our employer relations coordinator.

STEP 5
Once approved, you will receive an e-mail from “career@csusb.edu” with the subject “CSUSB CoyoteLink Non-OCR Position Approved” informing you that your posting has been approved and will be active on the CoyoteLink job board until the date you indicated in the posting information.

Did you know....

Employers are eligible to host on-campus interviews at CSUSB!
For more information please contact our office at (909) 537-5250.
REQUESTING AN INFORMATION SESSION OR TABLE

ST EPS 1
Browse to: http://career.csusb.edu/coyotelink
Click on the “employer” button.

ST EPS 2
At the page with a “sign in” tab, under “log-in” enter the username and password you were given, press the “go” button.
This will take you to the “CoyoteLink” “home” page with “announcements” and “shortcuts.”
Click the “Events” button located in the blue navigation bar.

ST EPS 3
Clicking the “events” tab will take you to the “events” page. Click the “information sessions” button on the grey navigation bar to proceed to the next step.

ST EPS 4
Once the “information sessions” tab is selected (it should be highlighted dark grey), click the “add new” button. You will then be taken to a form.
To request an on-campus information session, select “information session” under the drop down menu by “information session type”. To request an on-campus information table, select “information table(s)” under the drop down menu by “information session type”. Please note: for information sessions, please choose “UH 329 Conference Room” for “location”.
Proceed to continue providing required and additional information in the form, and click “submit” when finished.

ST EPS 5
When “submit” is pressed, you will be taken to the “information sessions” section under the “events” page: all of your submitted requests will be listed, as well as their approval status.
Additionally, you will receive an e-mail from “onanez@csusb.edu” with the subject “New Information Session Request Confirmation”. This e-mail will inform you that our office has received your request and will follow up with you shortly.

ST EPS 6
Once approved, you will receive an e-mail from “career@csusb.edu” with the subject “CSUSB CoyoteLink Information Session Approved” informing you that your request has been approved and provide any additional information you may need to know prior to your visit to the campus.
How to Use Coyote Link

REGISTERING FOR A
UPCOMING CAREER FAIR

STEP 1
Browse to: http://career.csusb.edu/coyotelink
Click on the “employer” button.

STEP 2
At the page with a “sign in” tab, under “log-in”
enter the username and password you were given, press the “go” button.
This will take you to the “CoyoteLink” “home” page with “announcements” and “shortcuts.”
Click the “events” button located in the blue navigation bar.

STEP 3
Clicking the “events” tab will take you to the “events” page. The “career fairs” section is already selected and
will list any upcoming career fairs, as well as those that you are already able to register for. To register for a
fair, click the grey “register” button next to the name of the fair to proceed to the registration form.

STEP 4
You will then be taken to the career fair registration form. Please provide all required information under the
multiple form sections. Should you need assistance while filling out the form, please contact our office at
(909) 537-5250. Once all information has been provided, click the “submit” button.

STEP 5
When “submit” is pressed, you will be taken to a page that will provide you with an overview of the
information you have submitted. A notification box should also appear stating “PLEASE NOTE: You must
confirm your information by clicking the confirm button or your registration will not be saved”. Simply press the
“OK” button to escape the notification box.
If all provided information is accurate, click the “confirm” button to send your registration. To return to the
form to correct an error, click the “modify” button. To return to the list of career fairs, click the “back” button.
PLEASE NOTE: If you do not hit the confirm button, our office will not receive the registration form and you
will have to start the process over from the beginning.

STEP 6
When “confirm” is pressed, you will be taken to a page that notify you that our office has received your
registration and it will be processed.
Additionally, you will receive an e-mail from “onanez@csusb.edu” with the subject “CSM: Event Registration
Received” informing you of that same information.

STEP 7
Once approved, you will receive an e-mail from “lboyd@csusb.edu” with the subject “Registration
Confirmation” and the name of the career fair you’ve registered for. This e-mail is to inform you that your
registration has been process and will provide any additional information you may need to know prior to
your visit to the campus.