




COE CONNECTIONS ~ Student Guide

Access the following website: www.myinterfase.com/coe/student

1. New Users - Registration

- Click on the "[Click here to Register!](#)" link.
- Complete all sections and click on the Register button. Required fields are marked with an asterisk (*).
- Click on the [Submit Profile](#) button. 

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, contact our office by calling **319.399.8844**.

2. Existing Users: Log into system using your Username (Coe ID #) and Password.

Existing Users - 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 go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

Upload your documents

- Put your cursor over [My Account](#) and select [My Documents](#).
- Click on the [\[Upload File\]](#) link.
- Click the Browse button to find your document.
- Select the correct document and name it.
- Click the Upload button.

NOTE: When uploading more than one document, make sure your most used/targeted resume is your default. Your default resume is the document that employers can view when accessing our system.

Searching for Jobs/Internships

- Put your cursor over [Job Search](#) and select [Job Search](#).
- Fill in the search criteria to narrow down your job search OR just click the Search button (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.

Filling out your Internship Information

- ⇒ Click on **My Account**.
- ⇒ Click on **Activity**.
- ⇒ Click on **Placement**.
- ⇒ Click on **Add a New Placement**.
- ⇒ Complete all information. Your employer will be filling out the position description.

IF YOUR ACCOUNT IS PENDING, THEN THE OPTIONS BELOW ARE NOT AVAILABLE TO YOU. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS ACTIVATED.

Searching for Career Events: **(Coming Soon!!)**

- Place your cursor over **Career Events** and select **Career Events**.
- You will see a list of all current Career Events (Mock Interviews, Employer Panel, Workshops, Teacher's Expos, etc.)
- To view details, employer's registered and/or RSVP, click on the Career Event's name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

Viewing Your Activity

- Put your cursor over **My Account** and select **My Activity**.
- There are 3 types of activity that you can view:
 - **Referrals** – These are resume referrals that you've submitted to an employer's job or that Career Services has referred to you on your behalf, or an employer has downloaded your resume.
 - **Placements (Hiring Status for Internships & Jobs)** – These are current job/internships and the hiring information and details.
 - **RSVPs** - These are the Career Events that you are currently RSVPed for.