INSTRUCTIONS FOR COE CONNECTIONS

Contact us at o-career@coe.edu if you have concerns or experience difficulty accessing your account.

Logging in to your account
Accounts for all students are created during your initial enrollment process. Even if you have never logged into Coe Connections, you have an account established. You can access the system through mycoe.edu (link to Coe Connections on left hand side of the screen, then click on "Coe Connections" in the white box), by clicking here, or by entering the link below into your browser.
https://candidate.gradleaders.com/Coe/Candidates/Login.aspx?pid=3740
If you have forgotten your password, use the "I forgot my password" link to have it sent to you. Your email address is needed when setting up your account, as it will be used by employers contacting you through the system. You are NOT granting permission to release this information in any other fashion.

Creating Your Profile
Step 1
Contact Information page. You must enter at least all of the required fields noted with a red asterisk. It is HIGHLY advisable to complete all fields; many potential employers will utilize the data from this site to populate their internal HR / recruitment databases.
Step 2
The Detailed Profile section contains specific questions about your background. The system does not force you to fill out any of this information, unless the question is tagged with a red asterisk, indicating that it is a required question. However, employers will have the ability to search for candidates using these same categories. It is in your best interest to answer these questions as completely as possible.

Changing Your Account Information
From the dashboard (the first screen after logging in) click on My Profile and then click on Profile Summary
Click on the Edit icon to edit your account information. You can change your username, password, and email address as needed. All of the same rules apply from the "Create an Account" process.
You need a unique username to differentiate your account and restrict access to your information.

Your email address should be the address that you want employers to use for their contact with you.

How do I use the system?

Like any new platform, there will be a bit of a learning curve as you gain familiarity with the system. Grad Leaders has worked hard to make the platform as intuitive as possible and I'd expect that most students will find the interface relatively easy to use. Grad leaders has also created a web page full of information about how to use the system. Use the link below to learn about everything including searching for jobs, looking up employers/recruiters, and making sure your profile is up to date. Grad Leaders is has video tutorials - https://gradleaders.com/student-support/

A Brief Introduction

The main screen on Coe Connections is referred to as your Dashboard. This provides a high level overview of your profile/activity. You will also see different sections on the left hand side of the screen to help you navigate the system. While you should explore each section, please pay special attention to the following.

My Profile – Please work to keep your profile up-to-date and work towards fully completing your Contact and Profile Information. It is also HIGHLY ADVISABLE to upload your resume into the system so you can quickly apply to positions and be included in resume books requested by employers. To upload a resume, click on "Resumes" and then click on the Upload Resume icon on the right hand side of the screen. You can follow the same steps to upload a Cover Letter or additional documents. If you need a resume, please contact o-career@coe.edu to set up an appointment.

Job Search – This section will allow you to search for both on and off campus opportunities. As you will notice, you can search by a number of different parameters. You can also add opportunities to your Hotlist by clicking on the star on the right side of the screen. To review positions in your Hotlist, simply click on that option under the Job Search section.

Companies – You can research companies and recruiters and also Hotlist companies (similar to Hotlisting jobs). This is a great way to learn more about a company and determine the recruiter for that organization.

Activity Calendar – As career related events are scheduled, they will be added to the activity calendar. Events may include Career Fairs, Workshops, Employer Information Sessions and Tabling, and other on campus or local events.

Document Library – You can access a number of documents related to resume/cover letter development, interviewing, and career fairs/networking events. This section also contains documents related to internships and work study. **Please Note**: A full instruction manual from Coe Connection's vendor, Grad Leaders, is available in the document section.

Other Sections – As we continue to enhance the functionality of Coe Connections, additional sections will be utilized to a greater extent. System upgrades, enhancements, or other changes to the platform will be shared with students through email, newsletters, and in-platform messaging.