



## Instructions For Accessing Job Ads in the Guelph Database - Guelph Students Only

Website Address: [www.schooltocareers.ca](http://www.schooltocareers.ca)

1. User Name: *Type* the name of your school using the abbreviation given to you by your teacher.

2. Password: *Type* your school user name, **plus** the letter *s*.

3. *Click* on **Login**.

4. Located in the middle of the screen, under School to Career, *Click* on **Co-operative Education Programs**, then *Click* on **Co-op in Guelph**, then *Click* on **Co-op Job Ads - Active**.

5. The next screen is divided into 10 Sectors (5 of those have Specialties):

- Arts
- Business: Accounting; Human Resources; Law; Marketing & Sales; Office Administration
- Communications
- Computers
- Cosmetology
- Early Childhood Education
- Education: Primary; Junior/Intermediate
- Hospitality: Culinary; Travel
- Science: Animal Care; Athletics; Environment; General Science; Healthcare
- Technology: Construction; Manufacturing; Tech Design; Transportation

5. Select the Sector (and Specialty if applicable) and *Click* on **Submit**.

6. The screen will show an index of all job ads for that Sector (and Specialty if applicable), including Company Name, ID Number, Contact Name, Job Title and number of placements available, as well as whether it is a morning or afternoon placement.

7. *Click* on a specific job ad's ID number, to get more detailed information on that job ad.

8. To print a specific job ad, go up to the top of your screen to **File** and *click* on **Print**.

**Important Note: Check with your teacher to see if there are recent revisions to any job ads that have not yet been posted to this site.**