Logging On to YCareers
- Point your browser to www.byui.edu/YCareers
- Click on the YCareers login button for students
- Click “Forgot your password?” and type in the first half of your BYU-Idaho email address; you will be emailed a password within minutes

Please Note: All student data is uploaded into YCareers each semester using data from the Registrars Office. Sometimes students records are missed. If YCareers does not recognize your email address, please contact Career Placement.

- Once you have received your password, return to the login page and enter your username and password
- You will be prompted to complete a student profile; all fields marked with an * are required

Please Note: Although you have completed your profile, your status is defined as Pending, and you will not be able to search any job listings. Your status will be changed to Active within 1 business day, enabling you to search current job listings. If you would like to search jobs sooner, you may call Career placement at 496.2176 to have your status changed.

Uploading Documents
- You may upload as many resumes or cover letters into YCareers as you wish, provided they are in Microsoft Word format
- Roll over “My Account” in the toolbar and click “My Documents” in the drop-down menu
- Click “Upload File” under the relevant section heading
- Type a name for your document in the textbox labeled “Document Name”
- Browse to your document and click “Upload”
- Documents may be downloaded, edited, or deleted after they have been uploaded by returning to “My Documents”

Searching for Employment Opportunities
- Roll over the “Jobs” button and click on “Job Search” in the drop-down menu
- Complete the form with your job search criteria and click “Search”
- Click on the “Job ID” to view a job description and application details

Searching for On-Campus Interview Schedules
- Roll over “Schedules” in the toolbar and click on “Qualified Schedules”
- Click on the desired schedule ID number and then click on “Sign Up” or “Request Interview”
- Click on the session that works best with your schedule
- Click “Sign Up” in the desired time slot
- You may designate which of your resumes and / or cover letters are sent to the employer; you may also send a personalized note to the employer indicating your interest in an interview

Researching Employers
- Click on the “Employers” link in the toolbar at the top of the page
- Enter your search criteria and click “Search”
- By default, most organization profiles will be available to students, but contact information is available only for contacts who have specified that their information may be viewed by students