

# Welcome to MyLeads!

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We're delighted that you've decided to open up MyLeads for your students. A lot of research and time have been put into this program, to develop a system specifically for students looking for an internship or position after graduation.

If you have any feedback or suggestions – please contact us! We're always looking to implement new changes.

Best Regards,

Josh Shapiro

[www.interviewtools.net](http://www.interviewtools.net)

## Opening the System for Your School

We've listed out the steps to roll this out to your students. Feel free to email with any questions.

1. Notify us that you are interested in rolling this out to your students. To do this, please email Josh Shapiro at [jshapiro@interviewtools.net](mailto:jshapiro@interviewtools.net). Please provide us with the email address you want associated with the account.
2. We will create the admin account for you, and send you the link to login. Please do not give this account out to your students. We will provide a link for that in Step 4.
3. Login to your new admin account. You will need to change password using "Edit Your Account".
4. Once in the system, look at the left-hand bar, and click on "University Dashboard". On that screen, we will provide you a link to send out to your students, under "Registration URL for Students".
5. Students will use this link to lead them to a registration page, which is associated with your university. Please do not give out the link to anyone who is not a current student at your school. Note: Students will need to register using the personal email provided by the school. (They can't use their Gmail or Yahoo! accounts)
6. On the University Dashboard page, look at the far right – there is an option called, "Edit University Options". Click on this. The next screen allows you to change the name of the university, as will be displayed to students. In addition, it is important that you write the domain name that students will use to login with.
7. Under University Dashboard, you will also find a section with links to documents, including the Welcome Package. To read these documents, click on the link. To distribute these to your students, you have the following options:
  - a. Right-click on the hyperlink associated with the document you want to provide, then paste it into an email.
  - b. Download the document and forward it as an attachment to your students.
  - c. Go to "Edit University Options", find the document you want to share, and click, "Allow students to access this document" to make it show up on their program screens.

## Milestone Configuration

We have implemented a milestone program, to help you track student's progress in the job search process. It also allows you to implement your own curriculum into the program, by assigning "deliverables" for them to complete.

The standard Milestone system is currently working, however, the application that allows you to develop your own milestones is under development. The program should be completed by mid-November.

If you have any questions, please contact us at [jshapiro@interviewtools.net](mailto:jshapiro@interviewtools.net).

## Suggested Introductory Email

We've provided a suggested email, to send out to students introducing the service. Feel free to use all, none, or any part , in your communications.

Students,

We would like to introduce a program to help you in your job search – called “MyLeads”. The system was developed as a contact manager and resource to help you track all of your notes in the job search.

The program can be accessed online, giving you access to your information from any computer. It will help you organize your job search – contacts, interviews, follow-ups, and applications. Here are some benefits in using this program:

- Store contact names in a single database. This lets you keep your notes handy when you need them.
- Schedule follow-ups to remind you when you need to contact a manager or human resources.
- Track your applications – record which firms you've applied to, and who you contacted afterwards.

To register an account, follow this link:

(provide link)