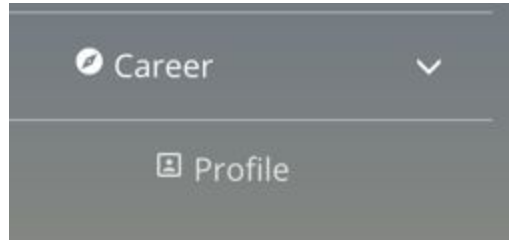# Career Profiles for Students

1. Log into BootcampSpot as a student
2. After you successfully log in, click on the Career option on the lefthand menu:

   a.

   b. That will expand the Career option further to reveal the Student Profile.

   c. Click on the Profile option

   d. That will navigate the student to the Career Profile form/section to fill out.

   e.

f. After the student has completed inputting the required fields for their Career Profile, navigate to the bottom of the form:
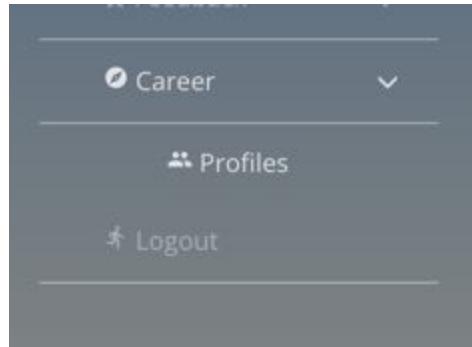

      i.   The student will need 300 to 500 words for the **Bio** section (validation is ran against the form)

g. Click on the **Save Bio** button.

h. After the successful creation of the Career Profile, their profile will await for approval from their Instructor/TA and Career Director before their profile will appear in Talented.Tech.

Career Profile for Students

1. Log into BootcampSpot as an Instructor/TA
2. After successfully logging in, navigate to the Career button on lefthand menu and click on it:

   a.
   b. That will expand the Career menu to reveal a **Profiles** option. Click on the **Profiles** option.
   c. The Career profiles page will show.
   d. At top of the page, you'll have filters for viewing your cohort, so go ahead and select your cohort in the drop down options:

      i.
   e. Each student's profile will have an **Awaiting Approval** status in red text:

      i.
   f. To approve it, click on the **View** button, which will expand to show the approval buttons:

      i.

      ii.   To approve it, click on the **UNAPPROVED** button to approve it:

            1.   This will change the **UNAPPROVED** button to **APPROVED**

            2.

g. After approving a student's profile, their profile will appear on the **talented.tech** website where employers will be able to view student profiles.