HOW TO GET STARTED
(Includes: creating account, logging in, changing password, and overview of entire system.)

Access Auburn's **Tiger Recruiting Link (TRL)** on Career Services' web page at
http://hire.auburn.edu and click on the "Tiger Recruiting Link" heading or any of the choices
underneath it to log in.

I. CREATING AN ACCOUNT: If you don't already have a Tiger Recruiting Link (TRL) account,
go to http://hire.auburn.edu and on the left side of the page click on "How to get started with TRL"
then on "Register for a new TRL Account."
1. Complete the registration form and click submit. Be sure to provide information for all of the
required fields marked with a red asterisk.
2. You will see a *"Thank you for registering at Auburn!"* message confirming your registration is
complete. You won't see this message if you failed to provide information for a required field. As soon
as we approve your registration, you'll receive an email confirmation which will contain your login
information. (We will be approving new employer accounts continuously throughout each business
day.)
That's it! Your email should be arriving shortly.

II. LOGGING IN YOUR ACCOUNT:
1. In your "Auburn Welcomes You" email confirmation you'll find your username (which is your
email address) and a system-appointed password.
2. Click on the link provided in the email for easy access to the TRL login page. Log in using the
username and password provided. (You can also log in by clicking on the "Employers Login Here"
link on the left side of the Career Services' home page.)
3. You are now looking at your TRL home page. Notice the Announcements on the left of the screen,
the Quick Links in the center, and the Alerts below the links. Please see the Overview section of these
instructions for more information on these services.

III. CHANGING YOUR PASSWORD
1. Click on the Account menu then click on the **Change Password** tab.
2. Enter the password the system assigned you in the space for the old password.
3. Put your new password in the space for the new password. Please choose a password that will be
        easy for you to remember. *(Please read the important note about passwords below.)*
4. Click on the Change button on the bottom right of the screen.

**An important note about your password: All passwords are encrypted and therefore *not viewable
in the system*. Please choose a password you will remember and/or write it down because you won't be
able to view it from your account. Our office also will **NOT** be able to tell you what your password is.
If you forget your password, you'll need to click on the "Forgot my Password" tab on the TRL login
page to have your password reset and emailed to you. **If you have accounts at more than one school
on the NACElink system, your password should be the same for all schools.** If your account is
synchronized through NACElink, you will need to make any password changes on their site at:
https://central.nacelink.com/gempempforgotpassword.php

<u>IV. SYSTEM OVERVIEW - JUST THE BASICS</u>

1. Home Page Highlights:

    A. Announcements: Regularly check here for important announcements from Career Services.

    B. Quick Links: You'll find direct links to the pages you'll probably be using the most.

    C. Alerts: These are time-sensitive reminders critical to your successful use of the system.

    D. Calendar: View your scheduled activities including interviews, events, etc. by date.

    E. Feedback: Your feedback is encouraged so we'll know how we can better serve you.

2. Your Menu Choices:

    A. Account: update your personal profile, change your password, and view your account activity summary.

    B. Calendar: View your scheduled events, deadlines, appointments, etc. here.

    C. Profile: You will only need to complete this information once. Please provide as much information about your company as possible. There is also a place for your logo.

    D. Jobs: This is for NON On-Campus Recruiting jobs.

    E. Resume Books: Access resumes for each student/alumni registered with Auburn's TRL.

    F. On-Campus Recruiting (OCR): Access ALL relevant OCR information here including schedules, jobs, applicant lists, etc.

    G. Placements: Please let us know when you hire our students/alumni.

    H. Events: Register for one of Auburn's upcoming Special Events including Career Expo.

***Detailed INSTRUCTIONS** are available for the Jobs and OCR sections at
http://www.auburn.edu/academic/provost/undergrad_studies/career/employers/trl.html

If **MENU tabs are not bold/**not accessible**, you didn't request/weren't given access to these parts of the system. If you feel a mistake has been made regarding this, please contact Karen at allenkm@auburn.edu or Leigh at alexleb@auburn.edu.

If you have any questions, contact:
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