

How To Use GC Connect

Transcript of tutorial video (accessible at <https://youtu.be/i2PuGXBiFQQ0>).

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“Hi, welcome to this short tutorial on how to use GC Connect. In this short video, we’ll cover common tasks you may want to perform in GC Connect, and how to go about doing them. Specifically, I’ll show you how to sign in to GC Connect, how to make an appointment with a career counselor or graduate writing consultant, how to search for jobs or internships, how to upload your resume, and how to apply for jobs.”

“First, you’ll want to navigate to our homepage (careerplan.commonsgc.cuny.edu), and click “Services” on the right-hand menu bar. Under “Services,” click “GC Connect.” All GC students already have an account in GC Connect. If this is your first time logging in, though, click the link that says ‘these instructions.’”

“To access GC Connect for the first time, go to GC Connect and click “Forgot Password.” Then enter your GC email address and click “Go” – do not create a new account. Open your GC email, and you should have an email from careerplan@gc.cuny.edu. Click the link at the bottom to set your password. Finally, enter and confirm a new password, and then click “Save.” From now on, you’ll be able to log in to GC Connect using your GC email address and the password you’ve just created.”

“So if you already have a password, or if you just created one, click on “GC Connect.” This takes you to the login page. Enter your username and password and click “Log In.” Now you’ve reached your GC Connect homepage. On the right-hand side you can find your profile, as well as a set of shortcuts.”

“If you want to make an appointment with a career counselor or writing services consultant, click “Request an Appointment.” First, select what type of appointment you want to create. If you leave the appointment type blank, you will pull up all of the available appointments. In this case I’ll click “Writing Consultation.” Click the date range and the time range when you’re available to meet. Select which counselor you’d prefer to meet with. And finally select which days of the week would work for you and select “Check availability.” Select the appointment you wish to make. And add any additional information, your contact information for example, and any additional notes you’d like your counselor to know about the purpose of your appointment and what you’d like to get accomplished. Click “Submit Request.” In this case I have an error, because I didn’t complete the text fields.”

“Follow this process to make an appointment with a career counselor. Please note, as well, that students can only schedule appointments up to two weeks in advance. Appointments are limited to two per student per two-week block, and this includes cancellations; so bear in mind that you will be unable to cancel your appointment within 48 hours of your appointment time. We know that GC students have complicated schedules. If you need to book an appointment

more than two weeks in advance, or if you have to cancel your appointment on short notice, please give us a call at 212-817-7425.”

“Now, what if you want to search for jobs? There are many job and internship opportunities that employers post in GC Connect. To access these, go back to the homepage. On the left-hand sidebar you’ll find a tab saying “Jobs.” In the drop-down menu you’ll see three categories: jobs that companies post directly with us; your open, active, and in-progress job applications; and external job openings that you can access through GC Connect. To search for these, click on the menu item, and search through the database that pops up.”

“At the top of the screen you can search for jobs by different categories, like full-time jobs, part-time jobs, or internships. Click individual links to find out more about specific jobs. For example, you can read about the job description, the responsibilities and requirements, and how to apply. You can usually follow a link on the right-hand sidebar to find the original job post, as well as to apply, which I’ll cover in a second.”

“So, to apply for these jobs in GC Connect you’ll need to upload your resume. You can do that by navigating to the left-hand menu bar and clicking “Documents.” Click “Approved.” Here you’ll want to add a resume, as well as any other documents. For example, fill out the metadata that you want here for “Document type.” Select the file from your computer. Upload the file by clicking “Submit.” Now, any documents that you want to use to apply to jobs will now be accessible from GC Connect. In this case, I’ll just select an additional cover letter.”

“Let’s say, for example, that you want to apply for a specific job. How would you do that? Well, let’s go back to the “Career Planning Jobs” tab. Let’s say you want to apply for the Altfest Summer Internship. So, you would type “Altfest Internship,” locate the opportunity, and click on the right-hand sidebar where it says “Apply.” Now, this is where you would upload any documents the opportunity requires, such as a CV; and any notes you would like the employer to see about your application. Finally, you would click ‘Submit.’”

“That about does it for this video. If you need additional assistance using this system, or getting set up, send us an email at careerplan@gc.cuny.edu, or call us at 212-817-7425.”