Aztec Career Connection

How-To Guide: Students

STEP 1: Log In

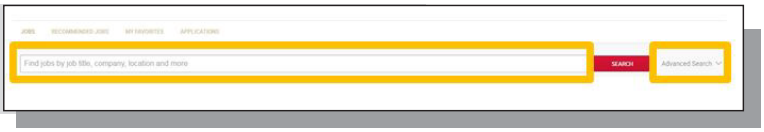
Go to *career.sdsu.edu*
Log into your Aztec Career Connection Student Account
Your academic profile information and WebPortal password are automatically synchronized with Aztec Career Connection. Changes in WebPortal (major, class level, password, etc.) will be reflected in Aztec Career Connection within 24 hours.

STEP 2: Click on Jobs & Internship at the Top Left

Go to the Jobs & Internship tab at the top and click Aztec Career Connection to see available postings.

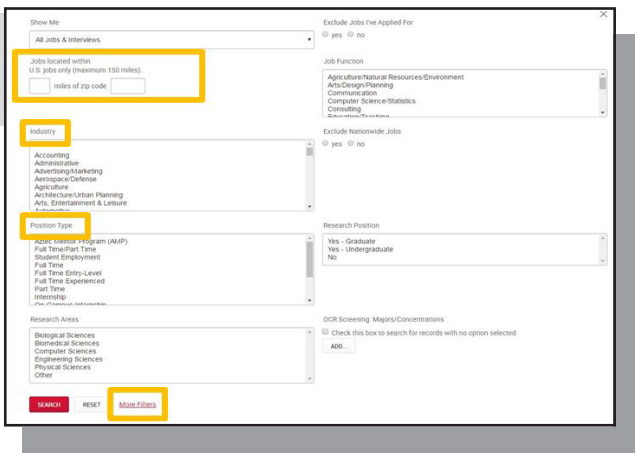
STEP 3: Search Internship Job Postings

To search job postings, you can enter company names, types of jobs, etc. in the Search box or click on Advance Search (recommended)



STEP 4: Using Advance Search for Internship & Job Search

Using Advance Search will let you narrow your search based on characteristics like Position Type, Industry, and Location. Click on More Filters at the bottom to also search Posting Date.



San Diego State University
Career Services
Division of Student Affairs

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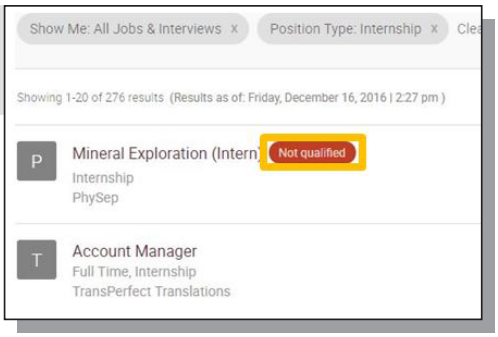
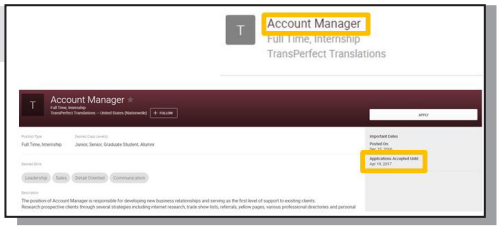
STEP 5: Review Internship & Job Postings

Click Search to view a list of internship and job postings. If you do not qualify for the position, a Not qualified orange button will be next to the position title. To see why you don't qualify, click the position title and look under Application Status on the right. Make sure your profile is accurate and up to date.



STEP 6: See the Position Details

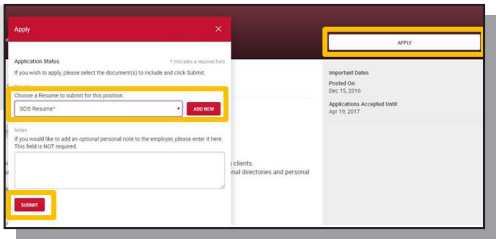
Click on the Position Title to view the entire posting including Applications Accepted until date on the right side and Salary at the bottom. There will also be recommended positions listed at the bottom, which are based on your previous searches.

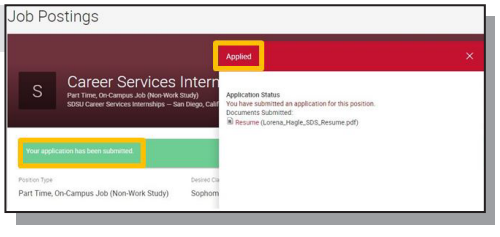


STEP 7: Apply to the Internship/ Job Position

Click Apply and attach your resume. Select your resume or click Add New to upload. Click Submit to send your resume and apply.*

*Students must have a resume on file to complete this step. To upload your resume, go to the Documents tab at the top >Documents > +Add New.



STEP 8: Confirmation

Click the Apply button. When you successfully applied for the position you will see a green banner that says Your application has been submitted and a box will pop up that says you Applied in red. To continue your search, see Step 1.