



## GRADUATE CAREER MANAGEMENT CENTER ZICKLIN ALUMNI PARTNERSHIP PROGRAM ALUMNI USER GUIDE

### Login to the eRecruiting System

- Go to <http://zicklin.erecruiting.com>
- Your username is your first initial followed by your last name (e.g. jsmith for John Smith)
- Your initial password will be **zicklin**
- You should change this password immediately after your initial log-in by clicking on the **View Profile** link on the right-hand side of the screen and then the **Change Password** link on the Your Profile page
- Be sure to click **Save** after you have changed your password

### Update Your Profile

- Log into your **eRecruiting** account
- Click on the **View Profile** link
- You will be brought to the **Personal Info** section of your profile
- To update this section, click on the **Edit** link
- Update your profile information and click **Save**
- Click on the **Academic Info** link
- Click on the **Edit** link
- Update your profile information and click **Save**
- Click on the **Professional Experience** link
- Click on the **Edit** link
- Update your profile information and click **Save**
- Click on the **Mentoring Info** link
- Click on the **Edit** link
- Update your profile information and click **Save**
- To return to the home page, click on the **Home** icon on the upper right hand corner of the screen

### Your Student Matches

- Log into your **eRecruiting** account
- You will see a list of students who have selected you as an alumni partner
- You will also see the students' email addresses
- You may email the students on your list by clicking on the email addresses listed. This will launch an email from your default email program
- You may also copy and paste students' addresses onto a blank email in another email program

### Please Note

- Students are permitted only two alumni partners per month and are encouraged to contact alumni partners within 30 days of selecting them (you will be able to see the date on which a student selected you)
- Students will not be able to view your contact information until they have selected you as an alumni partner
- Thank you for your time and support of the Zicklin Alumni Partnership Program!

**For additional assistance, please email the Graduate Career Management Center at [graduate\\_erecruiting@baruch.cuny.edu](mailto:graduate_erecruiting@baruch.cuny.edu) or call (646) 312-1330.**  
**You may also log in to eRecruiting and click on the Help icon on the upper right-hand corner of the screen.**