Activating Your Student Account in BuffJobs
For Currently Enrolled Students

1. Go to www.wtamu.edu

2. Click “Career Services” on the drop down box in the upper right corner

3. Click on the gray “BuffJobs” button on the right of the screen

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4. Find the “Current WTAMU Students/Returning Users” area. Enter your BuffAdvisor ID in the Username field.

5. Your password for BuffJobs is different than the one for BuffAdvisor. If you know your BuffJobs password, enter it and go to step 10. If you don’t remember your BuffJobs password, click “forgot password” and continue to step #6.

6. Enter your BuffAdvisor ID in the Username field.

7. A password will be emailed to you at your WT email address. Open another browser window and log into your WT email account and copy the password BuffJobs sent to you.

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8. Go back to the BuffJobs tab. Click on the “Sign in” tab from the top menu bar.

9. Enter your BuffAdvisor user name into the Username area and paste the password that BuffJobs emailed you into the “Password” section. Click on “Go”.

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10. Once you sign in, click on the “Profile” tab at the top left of the page.

11. Click the “Password/Preferences” tab at the upper right of the page.
12. Change your password to something you can remember. Click on the “Save Button.

ENTER DEMOGRAPHIC INFORMATION:

1. Click on the “Profile” tab at the upper left of the page
2. Enter your personal information within the “Personal Information” tab and click “Submit”.

3. Click on the “Academic Information” tab and complete the requested information. Click “Submit”.

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4. Click on the “Privacy” tab and make your selections. Click “Submit”.

UPLOAD A RESUME:

1. Create your resume and save it as a file on your computer

2. Click the “Documents” tab at the upper left of the page

3. To add a resume click the “Add New” button

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4. Name the file (Ex.: John Brown - Resume) and select the “resume” radio button under the Label box.

5. Click “Browse” and choose your resume file

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6. Click the “Submit” button

WHAT’S NEXT?
As a service to all WTAMU students, we will review the first résumé you upload into BuffJobs. Our goal is to give you feedback on how to strengthen your résumé if we see ways in which you can make improvements. This process is called “approving” your résumé. In order for you to apply for jobs, interviews, internships in BuffJobs you will need an approved résumé. We will approve your résumé or email you within 4 working days to let you know the status of your résumé. If you do not hear from us within four days, please call a Career Services staff member at 651-2345.

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SEARCH JOB LISTINGS

1. Notice that two boxes drop down: “BuffJobs” and “NACElink Extended Job Search”. “BuffJobs” is the database with jobs and internships posted by employers specifically for WTAMU students and graduates. “NACElink” is the nationwide database, which means that jobs are not filtered by our office and they are not targeted directly to WTAMU students and graduates.

2. To start your job search click on the BuffJobs tab on the top menu bar.

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3. BuffJobs has video tutorials throughout the system for you to learn how to use the different tools available for your job search. Click on the “Video Tutorial” link to learn how to search the job postings in BuffJobs and to create search agents.