An Introduction to Cougar Pathway

University Career Services (UCS) uses a system called Cougar Pathway to assist students with the following:

- **Scheduling** a one-on-one career counseling appointment
- **Searching** for full-time and part-time jobs as well as internships and volunteer opportunities
- **Reviewing** resumes and cover letters for open positions
- **Submitting** on-campus interviews
- **RSVPing** for UCS workshops, information sessions and career fairs

Steps for logging in and completing your profile:

1. Visit Access UH at [https://accessuh.uh.edu/login.php](https://accessuh.uh.edu/login.php) and click this icon
2. Log in using your UH ID (Peoplesoft) and password

This is the home page:

3. To complete your profile, click your **Initials icon** at the middle right area of the page.
4. Fill in the information and click **[Save Changes and Continue]** until you have completed the section.
5. Be sure you have entered your e-mail address correctly. This is how you will receive notifications about upcoming interview invitations. If you have not entered information correctly (work authorization, graduation date, etc.) you may not appear to qualify for jobs that you do qualify for. Also check to see if you have agreed to accept e-mails. **NOTE:** Under "My Account" you MUST complete your personal and academic profiles before you can search other areas of the system. The system will not allow you to move on until you have completed BOTH Profiles.
Steps for scheduling an appointment with a Career Counselor:

1. To schedule an appointment, log into Cougar Pathway. On the home page screen, look to the right and click on the [Counseling] button.
2. Click on the [Request New Appointment]
3. Click on [Type] and select from the menu
4. Options:
   a. If you have limited availability, add your availability into the date and time range and then search for available appointments by clicking [Check Availability]
   b. If you are open, simply scroll to the bottom of the page and click [Check Availability]
5. Appointment options should become available, click on the date and time that works best for you.
6. Make sure you select the *Type of appointment and add notes you feel necessary.
7. Click [Submit Request]

Note: You should get a confirmation email once the appointment is approved.

Steps for RSVPing to an Event such as a Career Fair, Career Mixer, Workshop etc

1. To RSVP, login into Cougar Pathway. On the home page screen, look to the center of the page and click on the [Events] button.
2. Click on the event of your choice
3. Click on box on the right side of the screen [Attend]
4. A box will pop-up to “Share Resume” click on [Share]

NOTE: once this is complete a confirmation will pop-up saying “You’re Attending”
Steps for applying to jobs in Cougar Pathway:

1. Log into Access UH and click the Cougar Pathway icon

2. **IMPORTANT** = In order to apply to a job (internship, on-campus job, part-time or full-time job). ***Resume template can be found [here](#)

3. Navigate to the middle band and click [Jobs].

4. Under Jobs you will see:
   - “Search” = this will help you search for job opportunities using key words and phrases
   - “Applications” = this is a collection of all applications you have submitted in Cougar Pathway
   - Example of a quick filter is “Virtual/Remote Internship (PAID)” to help students find specific jobs

5. Under “Search” you can select position type or more filters to narrow your options.

6. Position type descriptions:
   - **On-Campus, NON-College WorkStudy**: Open to all qualified students including international students
     - College Work-Study (only eligible students): Open to eligible and approved college work study students
     - Research: Use to search for research related opportunities, some may be on-campus with faculty
     - Part-time/Season: Open to ALL qualified students looking for a part-time (10-230 hour a week job) OFF-Campus
   - **Internship positions types**:
     - On-site Internship (Paid), Virtual/Remote Internship (Paid), Micro-Internship (Paid): open to ALL qualified students looking for a paid internship
     - On-shite Internship (Unpaid), Virtual/Remote Intersnhi9p (Unpaid), Micro-Internship (Unpaid): Open to ALL qualified students looking for an unpaid internship
Steps for applying to jobs in Cougar Pathway Continued:

Once you have identified a job of interest, click into the job and review the description and qualifications. If you match – apply!

8. To apply, make sure you have an updated resume.

9. Click the [Apply] button – one of 2 things can happen:
   You will have the option to select a resume to submit (example below) – select the resume and click [Submit] or [add a new resume]. You may have to submit a cover letter and you can upload it

![Apply to Project C.U.R.E.](image)

10. Once you have submitted your resume (and/or cover letter) you will see this confirmation message below:

   ![Confirmation message](image)