Signing up for TeamWork Online and TeamWork U

1. If you do not already have a TeamWork Online account, create one by heading to teamworkonline.com and clicking on “Sign Up”

2. Once you have created a profile and filled out all of the fields, head over to your profile. You can do this by hovering the mouse over your name and select “Personal” in the dropdown.

3. Select the button “Edit my Profile”
4. Head over to the “Education Tab” Tab and click “Add Education.” When typing in your school, make sure you click the option with the cap and gown. In addition, make sure to type in that you are a “Present” student.

5. To confirm your TeamWork U status, you can go back to your profile page and see if the cap and gown appears next to your name.
6. It is important you update “Notifiers” – update all three sections 1. Employer Notifications 2. Career Options and 3. Interests/Experience this will ensure you receive an email notification when a job at your career level with your organization of choice is posted.

7. Every Wednesday afternoon, expect to receive the new TeamWork U newsletter in your inbox!