

# Using MountaineerTRAK

Log in using your MIX username and password  
[wvu-csm.symplicity.com/students](http://wvu-csm.symplicity.com/students)

The screenshot displays the MountaineerTRAK interface. On the left is the login page with fields for 'Username (your user name)' and 'Password', and a 'STUDENT/ALUMNI SIGN IN' button. A red arrow points to the 'My Account' tab in the navigation menu. On the right is the dashboard, showing a profile section with 'Name Goes Here' and 'Profile 0% Complete', and a 'News Feed' section with job recommendations and announcements.

## 1. Complete your account

Select the **My Account** tab, then navigate to **Personal** and **Academic**. Fill out the required fields, and “Save Changes” to the information.

## 2. Upload your resume

Select the **Documents** tab, then navigate to **Documents**. Click on [Add New]. Fill out the “Label” field, then select “Resume.” Click the [Choose File] button to find your document and open. Click [Submit] to upload.

## 3. Search for jobs/internships

Navigate to the **Jobs** tab. To narrow your search criteria, click “Advanced Search” and select position type (internship, full-time, etc.) to see all current jobs.

## 4. View your activity

Navigate to the **My Activity** tab to see the activity summary on resumes that you have submitted.

## Key Features:

- **EASILY SEARCH AND APPLY FOR JOBS AND INTERNSHIPS**
- **CONNECT WITH YOUR TOP 10 TARGET COMPANIES BEFORE CAREER FAIRS**
- **SCHEDULE ON-CAMPUS INTERVIEWS**
- **RSVP FOR RECRUITING EVENTS**
- **AND MORE!**

View more tips on using MountaineerTRAK:  
[careerservices.wvu.edu/students/mountaineertraklogins](http://careerservices.wvu.edu/students/mountaineertraklogins)



West Virginia University Student Employment  
Mountaineer Hub

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Connect with us

