1. Access Hamline Career Link through the CDC website at www.hamline.edu/cdc. Register for a new account if you have never used the site. Login if you have an account.

2. If you are a new user, complete all required fields on the registration form and click submit at the bottom of the page.

3. Once your registration has been submitted you will need to check your email and verify your email address. Once verified, you will gain immediate access to the system.

4. After you have concluded your session, check your email, as you will receive your username and a link to set your password.
Reviewing and Updating Your Profile

*You will need to complete your profile before being able to utilize features of the system. The more information you provide, the more you’ll get out of the system. Click on the Profile tab to edit your personal and academic profile.

1. Review your information listed under the Personal & Academic information tabs and update as necessary. Click on the Save Changes button on the bottom when you’re done.
2. Review & Set Privacy Settings
3. Password/Preferences
   a. Change your password
Utilizing Piper Connect

Click on the “Piper Connect” tab at the top of the page, doing so will bring up the screen below. You can search members by name, employer, major or location. To narrow your search, click on the “More Options” button.

A few notes about using the database:

1. You will be able to see additional information about a contact (are they a Hamline alum, grad year, additional degrees, etc.) by clicking on their name.
2. All members of the Network have agreed (by registering) to be contacted by students and Alumni of Hamline. Click on the “Interested” button if you would like to connect with the member.
3. You may add members to your favorites by clicking on the star in front of their name.
Activating Your Piper Connect Profile

By activating your Piper Connect Profile you will allow students and other alumni view your professional profile. Occasionally, students may contact you to obtain information about your organization, industry, etc. Click on the “Piper Connect Profile” tab and choose “yes” to activate. Please complete all required fields and add any additional information about yourself, your job or your organization that you think would be helpful for students to know. (Please note that this screen shot shows only first half of the form fields.)

1. **Active**: Refers to whether your profile will be viewable to students or not.
2. **Number of students who can express interest each year**: Once this number has been reached, your name will not be available for students or other alumni to view.

If you have additional questions regarding your account or registering for an account, contact the Career Development Center at workshop@hamline.edu or 651-523-2302