Aztec Career Connection
How-To Guide: Students

STEP 1: Log In
Go to career.sdsu.edu
Log into your Aztec Career Connection
Student Account
Your academic profile information and WebPortal password are automatically synchronized with Aztec Career Connection. Changes in WebPortal (major, class level, password, etc.) will be reflected in Aztec Career Connection within 24 hours.

STEP 2: Go to Job and Internship Postings
Go to the Jobs & Internship tab at the top and click Aztec Career Connection to see available postings.

STEP 3: Search Internship Job Postings
To search job postings, you can enter company names, types of jobs, etc. in the Keywords box.

STEP 4: Search Tips for Internship & Job Postings
You can also search by Position Type and Sort By Date Posted (position in order of most recently posted) under “Advanced Search.”

STEP 5: Review Internship & Job Postings
Click Search to view a list of internship and job postings. If you do not qualify for the position, the posting will say this in red under the title. To see why you don’t qualify, click the position title. Make sure your profile is accurate and up to date.

STEP 6: See the Position Details
Click on the Position Title or More at the end of the description to view the entire posting.

STEP 7: Apply to the Internship/Job Position
Click Apply and attach your resume. Select your resume or click Add New to upload.
Click Submit to send your resume and apply.*
*Students must have a resume on file to complete this step. To upload your resume, go to the Documents tab at the top >Documents > +Add New.

STEP 8: Confirmation
The Apply button will turn green and say Applied when you successfully applied for the position. To continue your search, see Step 1.