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**Find Employment Opportunities**

# Registering on UC CareerHub as a Graduate

If you completed your studies prior to March 2011, and are still seeking employment, register with UC CareerHub at the following address:

<http://www.careerhub.canterbury.ac.nz/RegisterGrad.chpx>

1. Go through and fill out the registration form. Note that fields marked with stars indicate required fields.
2. Be sure to enter a current email address in order to receive contact from Careers, Internships & Employment.
3. In the Categories Section you will have to select from a list the categories that are most appropriate to you.

## **SERVICE**

Select from this list of items the option that best represents your current status and/or the employment you wish to seek. You may make multiple selections.

## **DISCIPLINE**

Select from this list of disciplines the option or options that best represent your field of study.

## **CAMPUS**

Select from the list of campuses your campus.

4. Enter your **University Student Number** in the **USERNAME Box**
5. Enter **a password of your choice** in the **PASSWORD Box**. The pass word must:
  - Be between 6-12 characters long
  - Contain no spaces
  - Use any of the following legal characters – 0123456789 abcdefghijklmnopqrstuvwxyz
  - Use the lower case characters (the password is case sensitive)

Lastly click the Register button to submit your registration.

Once you have successfully registered you may login at the following address:

<http://www.careerhub.canterbury.ac.nz>

NB: If you have forgotten your password, please contact Careers, Internships & Employment:  
[careers@canterbury.ac.nz](mailto:careers@canterbury.ac.nz)