



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Nursing
Career Services Center

Registration & Log In Instructions for SONCareerLink

Lubbock Campus 2C 200
1.800.493.3954
ttuhsc.edu/son/career

Services & Resources:

Online Job/Intern Search Database

Career Counseling

Resume & Cover Letter Review

Interview Preparation

Annual Career Fair

Career Workshops & Events

Individual Appointments & Walk-Ins

Graduate School Advisement

The Career Services Center uses the SONCareerLink to manage student information & student, alumni and employer communication. Learning to use the SONCareerLink and uploading your organization information into the system gives you access to the students of the TTUHSC School of Nursing.

If you have created a SONCareerLink account you can go ahead and log in using your username and password. If this is your first time to use SONCareerLink follow the steps below to register for a new account.

The screenshot shows the SONCareerLink website interface. At the top, there are logos for Texas Tech University Health Sciences Center and NACElink Career Services Manager Modular Edition. Below the logos, there is a navigation menu with options: Sign in, Forgot Password, Register, and Register And Post Local Job. The 'Log In' button is circled in red, and a red arrow points to it. The 'Register' button is also circled in red, and a red arrow points to it. Below the navigation menu, there are two main sections: 'Log In' and 'Register'. The 'Log In' section has a prompt 'Please enter your username and password.' and fields for 'Username (your email address)' and 'Password'. The 'Register' section has a prompt 'Register for a new account.' and buttons for 'Register' and 'Register And Post Local Job'.

1. From the login page, as shown above, choose “**Register for a new Account**”, found on the right hand side of the page. Fill in your “**Company Information**” as well as your personal “**Contact Information**”.
2. Complete all demographic information and submit. Your account request will be forwarded to the Career Services Center for approval. The approval process may take anywhere from 10 minutes to 48 hours depending on the time of day and day of the week you submit your request.
3. Once your account is approved you will receive a “**Welcome**” email from **SONcareer@ttuhsc.edu**. **Be advised, the email my go to your junk or SPAM mailbox.**
- 4.. You may then return to the login page from the welcome email. Enter your username (email address) and password to log in to SONCareerLink. Upon your first login as a new user, you will be able to change or add information to your “**Personal Profile**”.

For a complete “**How to Guide**” of the SONCareerLink software visit our website at www.ttuhsc.edu/son/career and click on the employer section.

