

MustangTRAK Guide for SMU Students

www.smu.edu/volunteer

Please see below for step-by-step instructions on how to browse and apply for volunteer opportunities. Feel free to contact our office with any questions: cel@smu.edu | 214-768-4403

Log In

- Log in using your SMU e-mail address as your Username and your SMU ID number as your Password.
 - Go to **My Account** and select **My Profile**.
 - Each section (Personal Information, Demographic Information, Skills, and Additional Information) will have an [Edit] button. Click on this link to edit fields within the section.
 - Carefully go through each section and complete all fields, making sure to click SAVE.

Upload Your Resume and Other Documents

- Go to **My Account** and select **My Documents**.
- Click on Upload File (YourName.Resume).

NOTE: Your default resume is the document that non-profit organizations seeking volunteers and employers can view when accessing the system.

Search for Volunteer Opportunities

- To go **Job Search** and select **Job Search**.
- Click on the Position Type drop-down list and select **Volunteer**. Click Search.
- Click on the Job ID to see the specifics of the position and how to apply.

View Your Activity

- Go to **My Account** and select **My Activity**.
 - *Referrals* – These are resumes that you've submitted for a position, our office has submitted on your behalf, or an employer has downloaded.
 - *Placements* – These are details of current employment/volunteering/internships.
 - *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section.