

Faculty Guide: How to navigate the MSU-Northern CareerExpress System

Logging In

- Access the following website: www.myinterfase.com/msun/faculty
- Log into system using your Banner ID. The password is: faculty
Note: It is suggested that you change your password once you are logged into the system.

Update your profile

- Put your cursor over My Profile and click.
- You will see a section containing Personal Information.
- The section will have an [Edit] link on the top right corner. Click on this link to edit fields within the section.
- Carefully go through the section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

NOTE: The more detailed you fill it out, the better we will be able to assist you.

Searching for Students

- Click on Students
- Use the drop down boxes in either the quick search or the advanced search to view students and their resumes.
- To view all students, just click on SEARCH
- Once your search is complete, you may view individual students and their resumes by clicking on the student First Name or Last Name link or see groups of student's resumes at one time by creating a resume packet which you can print or receive via email.

Searching for Employers

- Click on Employers
- Use the drop down box for advanced search to see Employers
- To view all employers, just click on SEARCH
- Once your search is complete, you may view individual employers by clicking on the Organization Name.

Searching for Jobs, Internships and Co-ops

- Click on Jobs
- Use the drop down boxes in either the quick search or the advanced search to view positions.
- Click on the Job ID to see the specifics of the position and how students are to apply