HireDeVry Alumni/Keller Guide

ACCESSING HIREDEVRY

URL:  https://www.myinterfase.com/hiredevry/student
USER NAME:  Your DSI #
PASSWORD:  Click on the “Forgot your password?” link and your password will be sent to the email address that you provided on your graduation application

*Note: Your User Name and Password are case sensitive*

UPDATING “MY PROFILE”

Access your profile by choosing “My Profile” from the drop down menu entitled “My Account” from the menu bar located on the top of the screen.

**Personal Information**

Please review your information to ensure that Career Services has your information listed correctly. If any information is missing or incorrect, click on [Edit] and make the necessary changes. You may also choose to change your password in this section. Your password must meet the following criteria:

- 1 number
- 1 lowercase letter & 1 uppercase letter
- Minimum of 7 characters/Maximum of 15 characters

*Note: You also have the option of clicking on the key icon, which will allow the system to create a strong password for you*

SEARCHING “JOBS”

Select “Job Search” from the drop down menu entitled “Jobs” on the menu bar. To search jobs in your area:

- Click on the state or province that is applicable in the “Job Location (State or Province)” field and click “Search”
- Your search results will include a field that is titled “City/Neighborhood” which will allow you to see where each position is specifically located
- You can also search the system by employer name, position type, major etc. Please keep in mind the more specific criteria you enter the fewer positions you will see.

If you do not choose any criteria, you will see all of the jobs that have been posted nationwide for students/graduates of DeVry.

*Note: It is the responsibility of each individual to self-refer their resume to any position of interest via the Application Instructions provided with each posting*