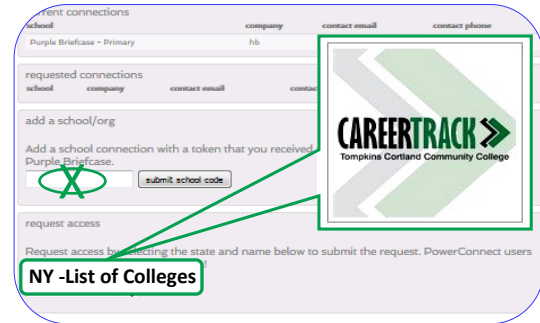
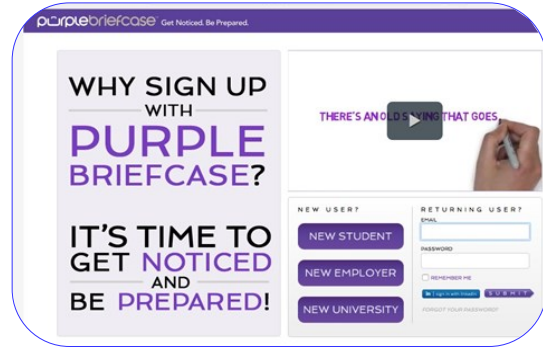
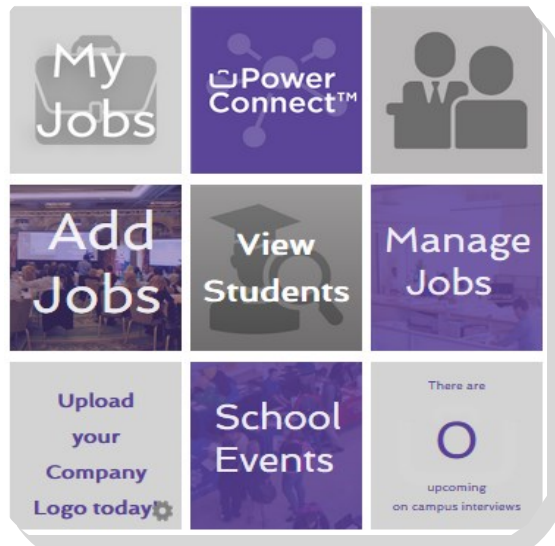


**Welcome** to **Purple Briefcase**, the software that powers **CareerTrack**, Tompkins Cortland Community College's new platform for you to post jobs, internships, connect with applicants, and receive resumes. This guide will show you how to set up your new employer account so you can begin posting jobs and internships.

- 1. LOGIN To Account:** Login if you already have an email and password. Bookmark the address [www.tompkinscortland.edu/purplebriefcase](http://www.tompkinscortland.edu/purplebriefcase)
- 2. CREATE An Account:** Select the FREE Account, then using the easy drop down menus and boxes, enter your employer account details.
- 3. CONFIRM EEO Standards:** Accept the service agreements by checking the boxes at the end of the second page.
- 4. CHOOSE The School:** On the MY SCHOOLS page, **do not select the school code box, Do Select CareerTrack** Tompkins Cortland Community College, from the NY State drop down menu below it.
- 5. EXPLORE My Briefcase:**



Congratulations, your profile is active! You will need to wait for our email authorization before posting jobs. Once authorized you will be able use the menu of options below to add your jobs and receive applicants. **If you have questions**, please review *Purple Briefcase Support* and *FAQ's*, or contact our office at the number below, or email Teri Evener at [Evenert@tompkinscortland.edu](mailto:Evenert@tompkinscortland.edu)



## Menu of Options

- **My Briefcase**– View all of your notifications and easy access to menu options
- **Company Profile** – Create and edit your profile by selecting tiles and choosing from a list of options
- **My Jobs** – Manage all of your posted jobs and internships, including editing and deleting
- **Add a Job**– Quickly add or copy a job and internship posting by using the simple drop down menus
- **Job Applicants** – Receive applications and resumes
- **My Schools** – Administer your connections to the schools that use Purple Briefcase
- **Students** – Browse through potential candidates at the schools you are connected to