



FMU- CSSF Career Development Center Registration Process

Step I to FMU- CSSF Career Center Registration Process

1. Go to <https://iapps.careersourcesfl.com/fmu/>
2. Fill out all required fields- click save
3. You will automatically be redirected to www.employ-miamidade.com
 - Please note: If you do not have a Social Security Number + DOB (“O-MODAYEAR”) i.e. 007312000
 - For Family Income- 1 for yourself + any dependents then put your income, if none then 0.
 - Take a screen shot of the thank you page and upload to this onto Blackboard

Step II to Begin Registration Process (*International Students are not able to complete the full registration*)

1. Click www.employ-miamidade.com
2. Click “Not Registered”, located in 2nd box on right side of page Then click “Register,”
3. You must complete all required fields. When finished click “Next” to begin entering personal information
4. Complete all required fields
5. Click “Next”
6. Complete individual information page, then Click “Next”

Step III to Completing your Full Registration

The following areas must be filled in:

1. On the navigation bar down the left side of the screen, under Quick Menu, click on “Resume Builder.”
2. Select if you want to have employers see your resume or not.
3. Select the resume creation type: the two recommended methods are Comprehensive (quickly builds one step-by-step out of the Background information you just completed – you just press buttons to confirm each section) or Upload (a resume you already have saved as a Word document or PDF). Note: If uploading, it states to remove your contact info from your resume; you do not have to do this.
4. Title your resume. This title is searchable by employers; it is recommended that you use the job title you want – examples include Sales Manager, Financial Analyst, Researcher, etc...
5. The wizard will walk you through the rest of the steps.

Step IV to Look for a Job (Job Search)

1. Click on “Job Search” on your left-hand side tool bar spacer
2. You have the option to search by: occupation group, salary, education level, etc.
3. Click on the “Job Title Description” you want to apply for
4. Follow instructions to apply for the job(s) you selected

For questions or to be referred to specific positions, please contact:

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By Appointment: Monday, Thursday & Fridays