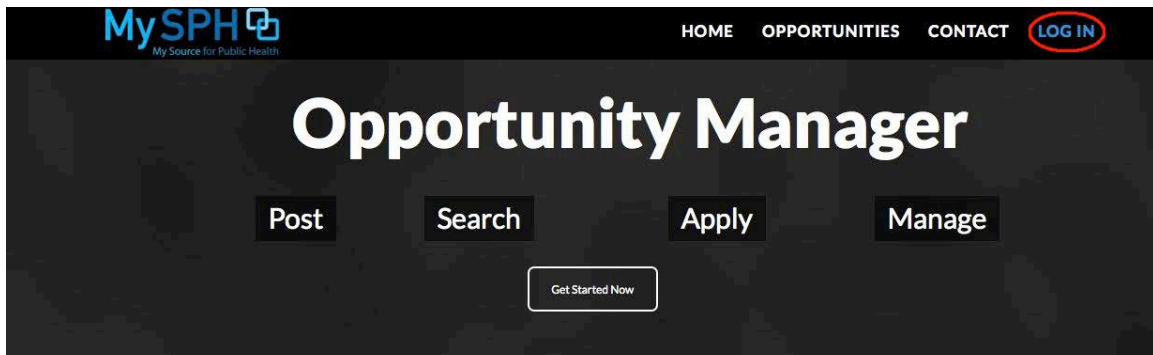


To begin registering for an Opportunity Manager (OM) account, click 'Log In' in the upper right corner of the OM landing page.



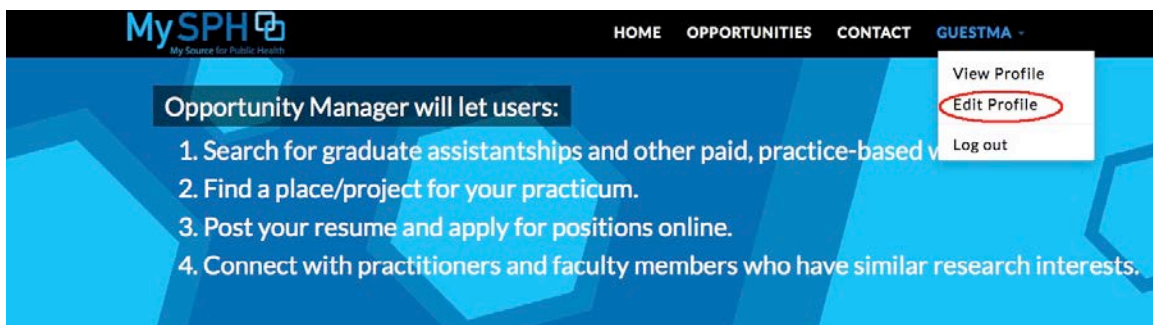
## NEW AND EXCITING POSTINGS

All USC staff should log in with your USC account information (*used for Blackboard, email, and other University services*). Your username is the first part of your email address. (For example, if your email address is `jsmith@email.sc.edu`, your username is `jsmith`.) Only mailbox.sc.edu and email.sc.edu address can log in using USC credentials. All other addresses should register for non-USC accounts.

For non-USC account holders:

Click on 'Don't have an account' link to set up your username and password. Begin registering for your profile by answering the registration questions on the right side of the form. Make sure to select, 'Yes' for OM registration.

Once logged in, select 'Edit Profile' from the dropdown menu on your USC username.



## NEW AND EXCITING POSTINGS

The 'Account Settings,' 'Profile,' and 'Opportunity Manager' tabs must be completed to finish OM registration. A red tab means the account is not complete.

Please complete all highlighted tabs, sections, and fields. All fields will turn BLACK when completed. Need help? Email [mysph@mailbox.sc.edu](mailto:mysph@mailbox.sc.edu)

Account Settings **Incomplete** Profile **Incomplete** Virtual Campus **Incomplete** Opportunity Manager **Incomplete** Need Help?

**Contact:**

Mailing Address 1:

Mailing Address 2:

City:

State:

ZIP Code:

Phone:

Gender:  Male  Female

Age:

Race:

Ethnicity:

Organization:

Department:

If you are certain your organization is not listed in the dropdown box, select **\*\*Organization Not Listed\*\***

Opportunity Manager **Incomplete**

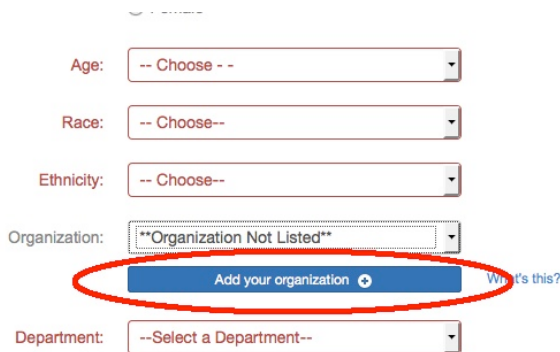
Organization:

Department:

**Select an Organization**

- \*\*Organization Not Listed\*\***
- Agape Senior Primary Care
- AID Upstate
- Aiken Regional Medical Centers
- American Association for the Advancement of Science (AAAS)
- Arc of South Carolina
- Arnold School of Public Health
- Autumn Corporation
- Beaufort County, Okatie River
- Beaufort Memorial Hospital
- BEGINNINGS for Parents of Children Who are Deaf or Hard of Hearing
- Blue Cross Blue Shield of South Carolina
- Carolina Care Plan
- Center for Colon Cancer Research
- Centering Pregnancy
- Chesterfield County Coordinating Council
- City of Columbia
- Clemson Extension Service
- Clemson Extension Services - Chester County

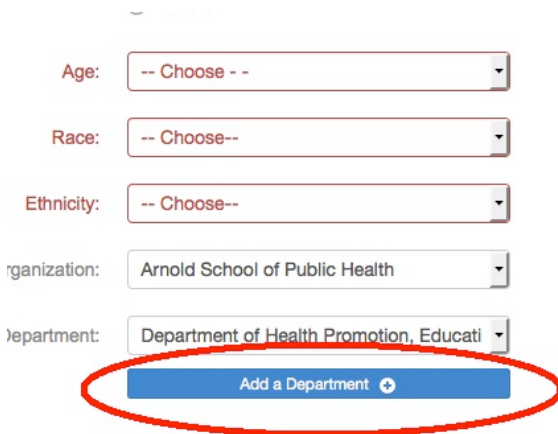
Click blue 'Add your organization' button.



A registration form with several dropdown menus: Age (--- Choose --), Race (--- Choose--), Ethnicity (--- Choose--), Organization (\*\*Organization Not Listed\*\*), and Department (--Select a Department--). A blue button labeled "Add your organization" with a plus icon is highlighted with a red oval. A small link "What's this?" is visible to the right of the button.

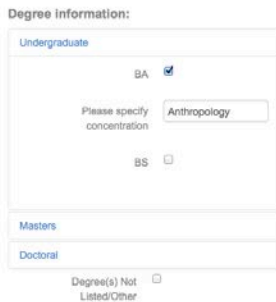
Fill out 'Add My Organization' form and click 'submit'. New organization will automatically be selected.

If your department is not listed, click blue 'Add a Department' button' and submit new department name.



The same registration form as above, but with the Organization dropdown set to "Arnold School of Public Health" and the Department dropdown set to "Department of Health Promotion, Educati". The blue button labeled "Add a Department" with a plus icon is highlighted with a red oval.

After completing all red tabs and boxes, move cursor out of last field and select 'Save.'



A form titled "Degree information:" with sections for Undergraduate, Masters, and Doctoral. Undergraduate options include BA (checked) and BS (unchecked). A text field for "Please specify concentration" contains "Anthropology". There is also a checkbox for "Degree(s) Not Listed/Other".



Congratulations! You are ready to use OM.