

SUNY Oswego Career Services Online Reference Account Instructions

1. Visit the Career Services website at www.oswego.edu/careerservices. Click on the “Online Reference Service” link located on the left side of the screen. The green “Registration Page” link at the top of the screen will redirect you to the Laker Leads registration page.
2. On the right hand side of the page, click on Register.



3. Enter information in the Registration page, making sure you fill in all required fields marked with an asterisk *
 - a. Make sure you use a current email address, as all notifications from the system will go to it.

A screenshot of the Laker Leads website's registration page, showing the 'Student Registration' form. The form is titled 'Student Registration' and includes fields for 'First Name', 'Last Name', 'Email', 'Phone', 'Address', 'City', 'State', and 'Zip Code'. The 'Email' field is marked with an asterisk, indicating it is a required field. The form also includes a 'Submit' button at the bottom.

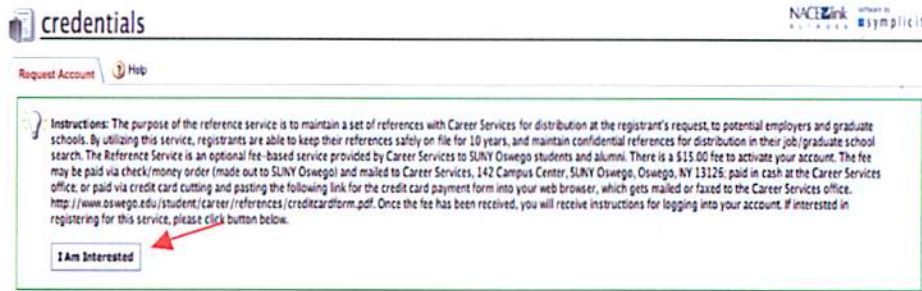
4. At the bottom of the page, click Submit.
5. Open your email. You will receive a message from referenc@oswego.edu asking you to verify your email address. Click on the second link to verify.
 - a. The email verification is time sensitive. If you are unable to check your email at the time of registration, your account may be disabled. Please call our office if this occurs.



6. Click on “click here to continue.”
7. Click on “Reference Account.”



- Be sure to read and understand the text in the green box.



- Click on "I am interested" to request an account.
- At this point, the \$15 dollar registration fee must be paid before we can activate your account.
 - If you have already arranged payment or you have confirmed with Career Services that you have transferable credits to apply to the registration fee, go to Step 12.
 - Call our office at 315-312-2255 between 9:00 am – 4:00 pm to pay with a credit card over the phone, or pay by check or money order (payable to SUNY Oswego). Mail to:

The Career Services Office
 142 Campus Center
 SUNY Oswego
 Oswego, NY 13126

- Once your account has been approved, you will receive an email indicating that your account is active. Please save or print the attached handout which will provide directions regarding how to request references and place orders within the system.
- Log into the system using your full email address as your username, and the temporary password. This password was emailed after the email verification message.
 - Username and password are case sensitive



- Click on Reference Account.
- Fill out your Personal Data form and click "Submit." Three additional tabs will open (Reference Requests, Completed Reference and Orders). You now have full access to your SUNY Oswego Career Services Online Reference Account.

