Creating Your New Account.

Go to www.purplebriefcase.com/signin. Select “Need an Account” or Click under “First Time to Purple Briefcase”.

Enter your official school email address. Only addresses from participating schools can be used to create new accounts. Information about completing your account set up will be emailed to you at the address you provide.

Once you’re logged in, you’ll see the home page. The user dashboard highlights different aspects of the platform including new job postings, new videos, forum posts, and your progress in the form of your purple score. On the left hand side the color themed segments will help you to navigate through the platform.

- my briefcase (tools to manage your progress and activity)
- get noticed (tools to help students stand out)
- be prepared (tools to help students prepare for the job market)
- the community (forum and professional link)

The Dashboard has 4 main themes that you can click into.

- Job Postings – searching for positions and applying to job opportunities
- My Progress (Purple Score) – shows you how career market-ready you are and what you still need to do!
- Social Learning – career video learning content to watch and learn
- Trending Comments – career driven conversations to post, learn and share
My Briefcase | My Profile. This is where you’ll be able to add a profile picture and fill out your personal details. You’ll also be able to add your experience including any special skills, employment history, references, awards, and course work. One of the nicest features here is the ability to link with LinkedIn. Linking with LinkedIn will fill in many aspects of your profile for you so be sure to link upon your first time logging in!

Additionally, if you toggle over your name at top right corner, you can sync with LinkedIn and import your profile into Purple Briefcase!
My Briefcase | My Progress. This is where you can monitor your progress in each of the seven categories and see what exactly what your Purple Score is made of. Frequent this page to learn more of what you can do to improve your career market-readiness.

This student could use some work in “my events” and “my prep” to increase their overall purple score!
My Briefcase | My Events. My events provides a central location for postings of events happening around you. These events are posted by your career services department as well as Purple Briefcase and other school departments at times. Events such as career fairs, workshops, and information sessions will be posted in this location. You will be able to RSVP, favorite, and even download them to your calendar right from the platform so you won’t forget or miss out!

My Briefcase | My Help. Contains help videos on a variety of topics as well as an application map showing where segments are located. Should you have any questions about the purple briefcase platform, this is the place to go!

Get Noticed. This Header houses the resume template tool along with the job board where you’ll find jobs that your school posts and jobs posted elsewhere on the internet. Here you can save job searches as well so you can continue to check back for new listings!
Get Noticed | My Channels. This is where you’ll find the video content for career learning! This is a resource to any questions you may have regarding how to get noticed. Videos of two minutes or less deliver the information you need to stand out in today’s competitive market. You can also jump across the channels to watch and learn other career learning video themes!

Get Noticed | My Resume. Allows you to download resume templates that fill in your information using your existing profile. You are able to upload and save resumes to the platform and use these to apply to jobs.
Additionally, you can create custom Cover Letters. There are templates showcasing both relevant experience as well as ideal personality fit.
My Follow-up within this section allows you to track your actions making sure you are following up with previous interviewers.

Be Prepared | My Channels. Features a channel of excellent career resources to help enhance your career preparation. In addition to more video content, be prepared features Interview Stream, an interview prep tool and my links, a hub of resources to obtain everything from company research data to salary statistics. Don’t forget you can click the other icons across the top to access more channels such as student spin, a channel by students for students and digital dish, a technology review show.
Be Prepared | My Prep. Where you’ll find interview stream. Interview stream is a practice interview tool you can use from the comforts of your dorm! You can choose various interview scenarios which feature career specific questions. Practice makes perfect!

Easy instructions to get you started!
My Community | My Channels. Where you can find Insider’s Edge, a channel dedicated solely to providing career expert information straight from industry professionals. They share personal and professional experiences which you can learn from!
My Community | My Forum. These themed discussion boards provide a platform to ask questions as well as interact with other users on topics such as interviews, career paths, and networking.
My Progress | Purple Score. As you navigate through the platform building your profile, watching videos, and contributing to forum posts you’ll notice your Purple Score increasing! The higher your Purple Score, the more likely you are to get noticed and be prepared!
Feedback and comments; share with us at info@purplebriefcase.com. You can also ask questions to our team directly about the use of the site (or any issues). Simply click on the Ask Us Tab on the right nav of the site.

Connect with us via our social media today at: