



## Bauer Career Gateway Student Help

<http://www.bauer.uh.edu/career>

The Table of Contents below is hyperlinked to the section described.

Important items to note before you get started: .....	1
Navigate the Homepage .....	2
Build your Personal Profile.....	3
Manage Documents .....	4
Search for Jobs.....	5
View and Apply for Jobs .....	6
Advanced Searches and Job Search Agents.....	7
Search Results.....	8
View, Edit and Run Search Agents.....	9
Schedule Automatic Search Agents.....	10
Research Employers.....	11
Career Fairs.....	12
Career Fair Participants.....	13
RSVP to Career Fairs and Submit Your Resume .....	14
Information Sessions.....	15
Workshops .....	16
Important Dates and Personal Events .....	17

### Important items to note before you get started:

- Bauer Career Gateway is available only to students officially enrolled in a Bauer degree-seeking, major field of study.
- You must contact the Rockwell Career Center for your user name and password if one has not already been assigned to you.
- When you navigate away, and then back to, one of the links at the top (i.e. Home or Events or Calendar), you will be brought to the tab you were viewing when you were last on that page. Use the “back” link within the system, not on your browser, or just click on the tab you want to view.

# Navigate the Homepage

1. View at-a-glance features (Announcements, Quick Links, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.
2. Access all system sections with one click by clicking on Quick Links.
3. View important events by clicking on highlighted days in the Calendar.
4. View system-driven alerts.

The screenshot shows the homepage of the University of Houston Bauer College of Business. The browser window title is "University of Houston Bauer College of Business - Microsoft Internet Explorer". The address bar shows "https://bauer-uh-csm.symlicity.com/students/index.php". The page header includes "UNIVERSITY of HOUSTON" and "C.T. BAUER COLLEGE of BUSINESS". The navigation menu includes "home", "documents", "jobs", "employers", "events", and "calendar". The "home" link is highlighted with a green arrow labeled "1".

The main content area is divided into several sections:

- announcements:** Includes a "Student Welcome" section with the heading "Welcome to the Bauer Career Gateway!". Below this, it states "This system is for Business majors only and gives you access to:" followed by a list of links: "Full-time and internship positions", "Employer information sessions", and "Workshops and other events such as Career Fair offered by the Bauer Career Services Center". Below this list, it says "Also, make sure to look under 'quick links' for important information." At the bottom of the announcements section, there is a "Fall 2005 Business Career Fair" announcement for Wednesday, September 28, 2005, with a brief description and a link to "Quick Links". A green arrow labeled "2" points to the "quick links" section.
- quick links:** Contains two links: "Activity Summary" and "Fall 2005 Business Career Fair Participants".
- alerts:** Shows a warning icon and the text "No current alerts." A green arrow labeled "4" points to this section.
- calendar:** Displays a calendar for August 2005. The 15th is highlighted in red. A green arrow labeled "3" points to the calendar.
- feedback:** A section titled "any comments or questions?" with a text input field and a "Submit" button.

The browser status bar at the bottom shows "Done" and "Internet".

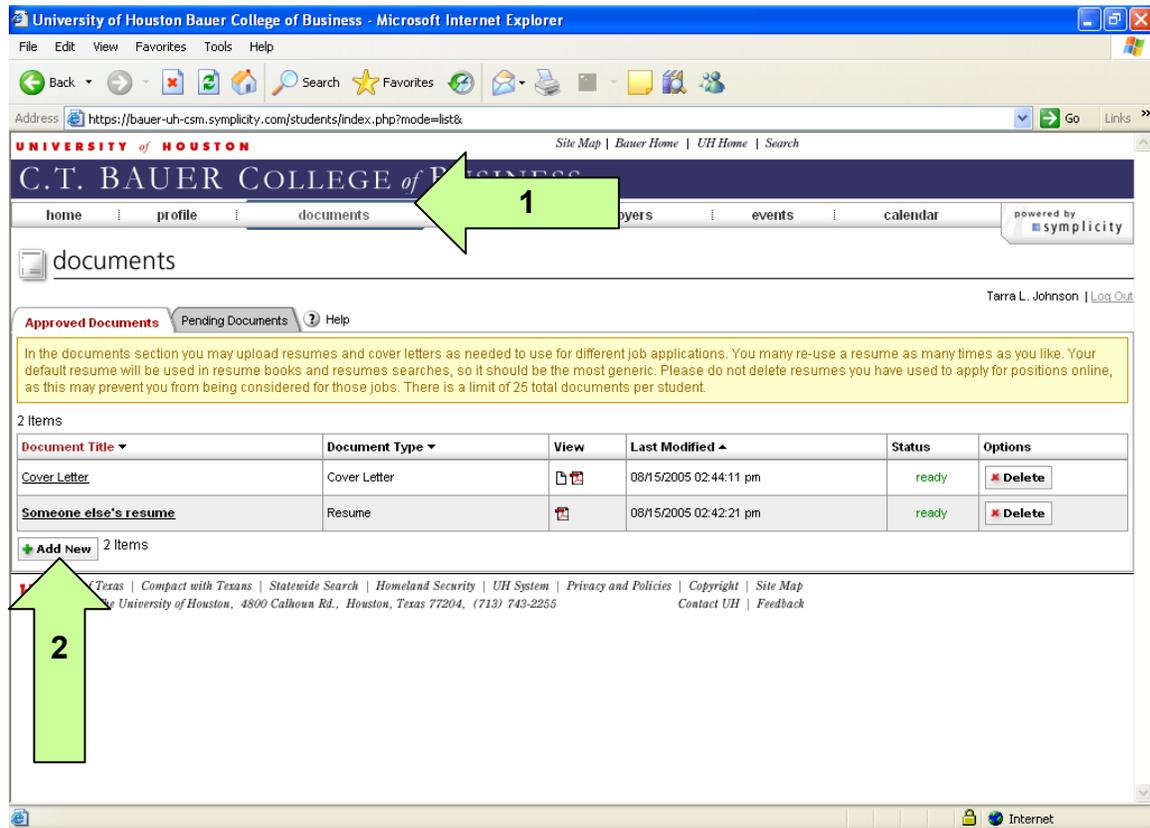
# Build your Personal Profile

1. Build your personal profile by clicking on the Profile link on the top navigation bar.
2. Click on the Personal Information and Academic Information tabs to update information.
3. Update your system access by clicking on the Change Password tab and creating a new password.
4. Update Privacy settings by clicking on the Privacy tab.
5. Track internships on the Internship Placements tab.
6. You MUST submit your changes before you navigate away from the Profile Section, or they will be lost.

The screenshot shows a web browser window displaying the student profile page. The browser title is "University of Houston Bauer College of Business - Microsoft Internet Explorer". The address bar shows the URL: "https://bauer-uh-csm.symlicity.com/students/index.php?ss=profile&ss=profile". The page header includes the University of Houston logo and navigation links: "home", "profile", "jobs", "employers", "events", "calendar". The "profile" link is highlighted with a green arrow labeled "1". Below the header, there are tabs for "Personal Information", "Academic Information", "Privacy", "Internship Placements", "Change Password", and "Activity Summary". The "Personal Information" tab is active. The form contains fields for "Full name\*", "First Name", "MI", "Last Name", "Email\*", and "Phone Number". The "Full name\*" field is highlighted with a green arrow labeled "2". The "First Name" field is highlighted with a green arrow labeled "3". The "MI" field is highlighted with a green arrow labeled "4". The "Phone Number" field is highlighted with a green arrow labeled "5". A "Reset Form" button is visible. On the right side, there is a "Completion Status" section with a checklist of fields and their completion status. The "Personal Information" section shows all fields as completed (checked). The "Current Address" section shows all fields as completed (checked). The "Permanent Address" section shows "Street Address" as completed (checked), while "City", "State", "Zip Code", and "Country" are not completed (marked with an 'x').

# Manage Documents

1. View existing and upload new documents (resumes, cover letters, and transcripts) by clicking on the documents link on the top navigation bar.
2. Click on Add New to upload new document
  - a. System will convert document to pdf. The process could take 5-10 minutes.
  - b. Career Services must approve your resume. It will remain on the Pending Documents tab until it is approved by Career Services.
  - c. The Make Default button designates a main resume that will be the first option when submitting a resume to employers, and with permission, will appear in employer resume books.
  - d. Be aware that the name of your resume may sometimes be visible to employers.



University of Houston Bauer College of Business - Microsoft Internet Explorer

Address: <https://bauer-uh-csm.symplicity.com/students/index.php?mode=list&>

UNIVERSITY of HOUSTON  
C.T. BAUER COLLEGE of BUSINESS

home | profile | **documents** | employers | events | calendar | powered by **symplicity**

documents

Tarra L. Johnson | Log Out

Approved Documents | Pending Documents | Help

In the documents section you may upload resumes and cover letters as needed to use for different job applications. You may re-use a resume as many times as you like. Your default resume will be used in resume books and resumes searches, so it should be the most generic. Please do not delete resumes you have used to apply for positions online, as this may prevent you from being considered for those jobs. There is a limit of 25 total documents per student.

2 Items

Document Title	Document Type	View	Last Modified	Status	Options
<a href="#">Cover Letter</a>	Cover Letter		08/15/2005 02:44:11 pm	ready	<a href="#">Delete</a>
<a href="#">Someone else's resume</a>	Resume		08/15/2005 02:42:21 pm	ready	<a href="#">Delete</a>

[Add New](#) 2 Items

Texas | Compact with Texans | Statewide Search | Homeland Security | UH System | Privacy and Policies | Copyright | Site Map  
University of Houston, 4800 Calhoun Rd., Houston, Texas 77204, (713) 743-2255  
Contact UH | Feedback

# Search for Jobs

1. View job postings by clicking on Jobs on the top navigation bar, then selecting CSM Jobs.
2. Sort the job list by major, position type, industry, or key words by utilizing the dropdown menus at the top.
3. Click on Show List With Status to see the status of jobs (applied, qualify, non-qualify).
4. Review position details by clicking on a link in the Title column.
5. When using the search, the system looks for EXACT matches. So, for example, if you want jobs for finance majors, you must search not only for finance majors, but also for "all majors." The simplest solution is generally to search on jobs for which you qualify and leave all other fields blank.
6. When performing searches, if you hold down the control key, you can select more than one option

University of Houston Bauer College of Business - Microsoft Internet Explorer

Address: https://bauer-uh-csm.symlicity.com/students/index.php?s=jobs&\_ksl=1

UNIVERSITY of HOUSTON C.T. BAUER COLLEGE of BUSINESS

home | profile | documents | jobs | events | calendar

powered by symlicity

job postings

Tarra L. Johnson | Log Out

Jobs Favorites Advanced Search Search Agents Applications HELP

Show Me: All Job Listings

Majors/Concentrations: [dropdown]

Position Type: [dropdown]

Industry: [dropdown]

Keywords: [text input]

(searches job title and job description and employer name)

Search Clear

J = Job Listing CF = Career Fair

[show list with status]

Items 1-6 of 6 (Results as of: Aug 16, 2005: 9:03 am)

Item	Employer	Location	Position Type	Posted	Deadline	
TEST	Missy WY	Houston Area	Full Time	Aug 09, 2005	Aug 31, 2005	ADD FAVORITE
Customer Rep	Missy Bell Designs	Houston Area	Full Time	Aug 08, 2005	Aug 31, 2005	ADD FAVORITE
Missy	Missy Camp	Houston Area	Full Time	Aug 03, 2005	Aug 28, 2005	ADD FAVORITE
TEST	Employer Name Withheld	Houston Area	Internship	Jul 20, 2005	Aug 20, 2005	ADD FAVORITE
TEST	BrettHobby Lobby	Houston Area	Bauer Internship Program	Jul 20, 2005	Aug 27, 2005	ADD FAVORITE
Sales Internship, Fall 2005	BrettHobby Lobby	South (LA, TX, OK, AR) - not Houston	Internship	May 12, 2005	Jun 01, 2006	ADD FAVORITE

Items 1-6 of 6 (Results as of: Aug 16, 2005: 9:03 am)

## View and Apply for Jobs

1. Review the Posted Date and Resume Submission deadline by utilizing the Important Dates feature on the right.
2. Submit a resume, if qualified, by highlighting the proper resume name from the resume dropdown, inputting cover notes (if applicable), and clicking the Submit button from the Application Status on the right.
3. You will only be able to apply for a position if you meet the criteria set by the employer for the position. If your GPA is lower than the employer's set minimum, the system will not allow you to apply. If your major is not one of the majors that the employer has specified for the position, the system will not allow you to apply.
4. You can only submit the documents that a company has said it will accept. If the company wishes to receive resumes only from candidates, you will not be able to submit a cover letter or your transcripts.

University of Houston Bauer College of Business - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://bauer-uh-csm.symplicity.com/students/index.php?mode=form&id=36629050f051d03247a6e9e0988cf6e5>

### job postings

Back Tarra L. Johnson | Log Out

**Customer Rep** Help

#### Position Information

**Employer:** Missy Bell Designs  
**Division:** N/A  
**Title:** Customer Rep  
**Description:** Customer Rep  
**Location:** Houston Area  
**Position Type:** Full Time  
**Desired Major(s):** BBA/PPA/Finance, BBA/PPA/Accounting/PPA (BBA + MS Accty)  
**Desired Class Level(s):** Junior

Back Add To Favorites Print Preview Print

#### Application Status

If you wish to apply, please select the document(s) to include and click Submit.

Choose a resume to submit for this position.

**Resume\*:** Someone else's resume\*

Enter any extra notes you want the employer to see.

Notes:

Check Spelling

Submit

#### Important Dates

**Posted On:** Aug 08, 2005

**Applications Accepted Until:** Aug 31, 2005

#### Contact Information

**Name:** Missy Bell  
**Address:** 1200 Bell Lane  
Houston, TX

## Advanced Searches and Job Search Agents

1. From the Advanced Search tab, refine the job list by utilizing keywords, majors, work authorization, locations, position types, etc.
2. Save the advanced search as a search agent by checking Save As, and then putting a name in the Search Agent field. You can set up a search agent to notify you of job postings of interest to you on a regular basis.
3. Click on the Submit button at the bottom of the screen to run the search and/or save the search agent.

The screenshot shows the 'Advanced Search Options' section of the job search interface. The 'Keywords' field is highlighted with a green arrow labeled '1'. The 'Save as:' checkbox and the 'Search Agents' dropdown menu are highlighted with a green arrow labeled '2'. The interface includes a navigation menu with 'home', 'profile', 'documents', 'jobs', 'employers', 'events', and 'calendar'. The 'jobs' tab is selected, and the 'Advanced Search' sub-tab is active. The 'Search Agents' dropdown menu is set to '[select existing]'. The 'Save as:' checkbox is unchecked. The 'Show Me' dropdown menu is set to 'All Job Listings'. The 'Posting Date (last # days)' field is empty. The 'Keywords' field is empty, with a note below it stating 'Searches job title, description, and employer name.'. The 'Majors/Concentrations' dropdown menu is set to '[select]'. The 'Limit Filter to Selected Values' checkbox is unchecked. The 'Ignores jobs with 'All Majors' selected' radio buttons are set to 'no'. The 'Position Type' dropdown menu is set to 'Full Time'.

# Search Results

1. Click on the job title link or the employer link for more information or to apply for the job.
2. Add the job to your list of favorites (accessible on the Favorites tab) by clicking Add Favorite. The "Favorites" feature is useful if you are considering a job but want to read more about it before actually applying. It will save the job under your "Favorites" tab for further review.

University of Houston Bauer College of Business - Microsoft Internet Explorer

Address: <https://bauer-uh-csm.symplicity.com/students/index.php?ss=searchres&s=jobs>

UNIVERSITY of HOUSTON  
C.T. BAUER COLLEGE of BUSINESS

home | profile | documents | **jobs** | employers | events | calendar

powered by **symplicity**

job postings

Tarra L. Johnson | Log Out

Jobs | Favorites | Advanced Search | Search Agents | Applications | **Search Results** | Help

J = Job Listing | CF = Career Fair

Items 1-3 of 3

Job Title	Employer	Location	Position Type	Posted	Deadline	Options
<a href="#">Test</a>	<a href="#">Missy W</a>	Houston Area	Full Time		05	<a href="#">ADD FAVORITE</a>
<a href="#">TEST</a>	Employer Name Withheld	Houston Area	Internship			<a href="#">ADD FAVORITE</a>
<a href="#">Sales Internship, Fall 2005</a>	<a href="#">BrettHobby Lobby</a>	South (LA, TX, OK, AR) - not Houston	Internship	May 12, 2005	Jun 1, 2006	<a href="#">ADD FAVORITE</a>

Items 1-3 of 3

Statewide Search | Homeland Security | UH System | Privacy and Policies | Copyright | Site Map  
© 2005 The University of Houston, 4800 Calhoun Rd., Houston, Texas 77204, (713) 743-2255  
Contact UH | Feedback

## View, Edit and Run Search Agents

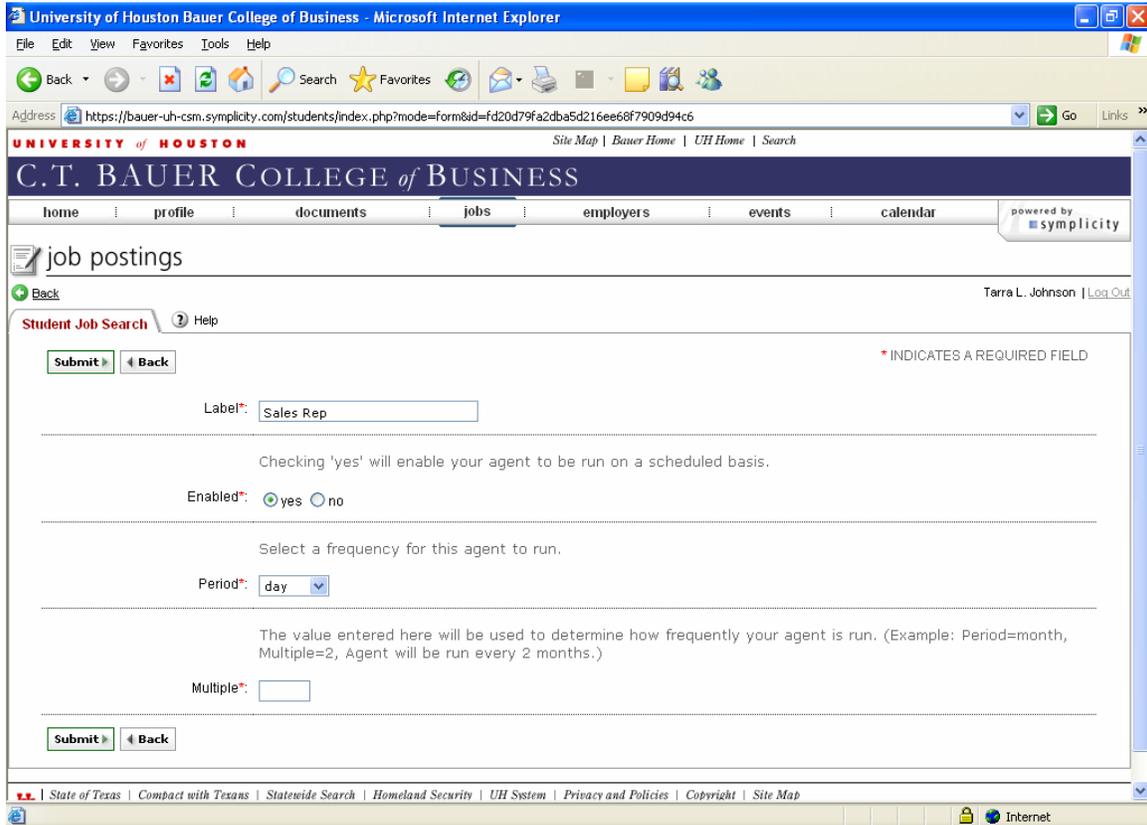
1. View a list of search agents by clicking on the Search Agents tab.
2. Run, edit or delete agents by using the buttons in the Options column.
3. To enable your agent to be run on a scheduled basis, click on the title in the label column (cont'd on next screen).

The screenshot shows a web browser window displaying the University of Houston Bauer College of Business website. The page is titled "job postings" and features a navigation menu with tabs for "home", "profile", "documents", "jobs", "employers", "events", and "calendar". The "Search Agents" tab is selected, showing a table of search agents. The table has columns for "Agent Type", "Next Scheduled Run", "Schedule", and "Options". Three green arrows are overlaid on the page: arrow 1 points to the "Search Agents" tab, arrow 2 points to the "Options" column buttons, and arrow 3 points to the "Agent Type" column.

Item	Agent Type	Next Scheduled Run	Schedule	Options
1	Student Job Search	-	*	Schedule Edit Run Delete
2	Student Job Search	-	*	Schedule Edit Run Delete
3	Sales Rep Student Job Search	-	*	Schedule Edit Run Delete

# Schedule Automatic Search Agents

1. Enable your agent by checking yes, setting a Period and a Multiple, then clicking the submit button.
2. Career Gateway will run enabled Search Agents automatically, and then email the results.



The screenshot shows a web browser window titled "University of Houston Bauer College of Business - Microsoft Internet Explorer". The address bar shows the URL: <https://bauer-uh-csm.symlicity.com/students/index.php?mode=form&id=fd20d79fa2dba5d216ee66f7909d94c6>. The page header includes the University of Houston logo and navigation links: home, profile, documents, jobs, employers, events, calendar. The main content area is titled "job postings" and features a "Student Job Search" form. The form includes a "Submit" button, a "Back" button, and a "Label\*" field with the value "Sales Rep". Below the label field, there is a note: "Checking 'yes' will enable your agent to be run on a scheduled basis." The "Enabled\*" field has radio buttons for "yes" (selected) and "no". The "Period\*" field is a dropdown menu set to "day". Below the period field, there is a note: "The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months.)" The "Multiple\*" field is an empty text input box. At the bottom of the form, there are "Submit" and "Back" buttons. The footer of the page contains links for "State of Texas", "Contact with Texans", "Statewide Search", "Homeland Security", "UH System", "Privacy and Policies", "Copyright", and "Site Map".

# Research Employers

1. View information about employers by clicking on Employers from the top navigation bar.
2. To search for a specific type of employer, use the Industry drop-down menu and the Keywords field at the top, and then click the Search button.
3. If an employer has a profile or available positions, then the employer name will be underlined.
4. View the employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the Title column.
5. Place an employer under the Favorite Employers tab by clicking on the Add to Favorite button in the Options column.

The screenshot shows the University of Houston Bauer College of Business website. The navigation bar includes links for home, profile, documents, jobs, employers, and calendar. The 'employers' link is highlighted with a green arrow labeled '1'. Below the navigation bar, there is a search bar with the keyword 'houston' and a 'Search' button. A table of employer profiles is displayed, with columns for Organization, Website, On Campus, and Options. The 'ConocoPhillips' entry is underlined, and a green arrow labeled '3, 4' points to it. The 'ADD FAVORITE' button in the Options column for ConocoPhillips is highlighted with a green arrow labeled '5'. The 'Search' button is highlighted with a green arrow labeled '2'.

Organization	Website	On Campus	Options
City of Houston	<a href="http://www.hou.gov">www.hou.gov</a>		ADD FAVORITE
City of Houston Dept. of Public Works & Engineerin			ADD FAVORITE
City of Houston Mayor's Office of Land Security			ADD FAVORITE
<u>ConocoPhillips</u>	<a href="http://www.conocophillips.com">http://www.conocophillips.com</a>	IS : Oct 12, 2005	ADD FAVORITE
FBI Houston	<a href="http://houston.fbi.gov">http://houston.fbi.gov</a>		ADD FAVORITE
Federal Reserve Bank of Dallas - Houston Branch	<a href="http://www.dallastfed.org">www.dallastfed.org</a>		ADD FAVORITE
First Impressions, Inc of Houston	<a href="http://www.1stimpresinsinc.com">www.1stimpresinsinc.com</a>		ADD FAVORITE
Holocaust Museum Houston			ADD FAVORITE
Houston Aeros			ADD FAVORITE
Houston Astros			ADD FAVORITE
Houston Business Journal	<a href="http://houston.bizjournals.com">houston.bizjournals.com</a>		ADD FAVORITE

# Career Fairs

1. View upcoming Career Fairs by clicking on the Events link on the top navigation bar.
2. View career fair participants, related information, RSVP for the event and submit your resume to participants by clicking on the Fair name link.

The screenshot shows a Microsoft Internet Explorer browser window displaying the University of Houston Bauer College of Business website. The address bar shows the URL: [https://bauer-uh-csm.symplcity.com/students/index.php?ss=cf&\\_ksl=1&s=event](https://bauer-uh-csm.symplcity.com/students/index.php?ss=cf&_ksl=1&s=event). The website header includes the University of Houston logo and the text "C.T. BAUER COLLEGE of BUSINESS". The navigation bar contains links for home, profile, documents, jobs, employers, events, and calendar. The "events" link is highlighted with a green arrow labeled "1". Below the navigation bar, the "events" section is displayed, showing a list of Career Fairs. The first item is "Fall 2005 Business Career Fair", which is highlighted with a green arrow labeled "2". The table below shows the details for this event:

Fair	Days	Participants
Fall 2005 Business Career Fair	Dean's Reception (Sep 27, 2005) Fall 2005 Business Career Fair (Sep 28, 2005)	37

The footer of the website contains the University of Houston logo and contact information: "University of Houston, 4800 Calhoun Rd., Houston, Texas 77204, (713) 743-2255".

# Career Fair Participants

1. View participant information on the Participants tab.
2. View more detailed information by clicking on an underlined employer.
3. Click on Submit your Resume and RSVP to submit your resume to employers you are interested in.

The screenshot shows the University of Houston Bauer College of Business website. The page is titled "Fall 2005 Business Career Fair" and has a "Participants" tab selected. A search bar is visible with a "Go" button. Below the search bar, there is a message: "submit your Resume and RSVP to this Event to let participating organizations know you are interested in them." with a "Go" button. A table of participating employers is displayed below. The table has three columns: "Organization Name", "Majors Recruited", and "Days Attending". The table lists several employers, including "AMERICAN NATIONAL", "BrettHobby Lobby", "Canon Business Solutions", "ConocoPhillips", and "Duke Energy".

Organization Name	Majors Recruited	Days Attending
AMERICAN NATIONAL	Accounting, Finance, Management, Management Information Systems (MIS), Marketing/Sales	Fall 2005 Business Career Fair (Sep 28, 2005)
BrettHobby Lobby		Dean's Reception (Sep 27, 2005) Fall 2005 Business Career Fair (Sep 28, 2005)
Canon Business Solutions	All Majors, Entrepreneurship, Management, Marketing/Sales	Fall 2005 Business Career Fair (Sep 28, 2005)
ConocoPhillips	Accounting, Finance, Management Information Systems (MIS), Marketing/Sales	Fall 2005 Business Career Fair (Sep 28, 2005)
ConocoPhillips	Accounting, Finance	Fall 2005 Business Career Fair (Sep 28, 2005)
Duke Energy	Accounting, Finance, Management Information Systems (MIS)	Dean's Reception (Sep 27, 2005) Fall 2005 Business Career Fair (Sep 28, 2005)

# RSVP to Career Fairs and Submit Your Resume

1. Choose your resume from the drop-down menu.
2. Check employers you want to submit your resume to.
3. Click on Submit to RSVP to the Career Fair and submit your resume.

The screenshot shows a web browser window displaying the "Career Fair Registration" form. The form is titled "Career Fair Registration" and includes a "Submit" button and a "Cancel" button. A red asterisk indicates a required field. The form contains the following fields and options:

- Career Fair\*:** Fall 2005 Business Career Fair
- Resume\*:** A drop-down menu with the selected option "Someone else's resume\*". A green arrow labeled "1" points to this field.
- Employers:** A list of checkboxes for various employers. A green arrow labeled "2" points to this list. The employers listed are:
  - AMERICAN NATIONAL
  - American Airlines
  - BrettHobby Lobby
  - Canon Business Solutions
  - ConocoPhillips
  - Duke Energy Corporation
  - Ernst & Young
  - FTI Consulting, Inc
  - Fastenal
  - Glazer's Distributors

A green arrow labeled "3" points to the "Submit" button.

# Information Sessions

1. View upcoming information sessions by clicking on the Events link on the top navigation bar, and then clicking on the Information Sessions tab.
2. View information session details and RSVP for the event by clicking on the desired information session link.

The screenshot shows the University of Houston Bauer College of Business website. The top navigation bar includes links for home, profile, documents, jobs, employers, events, and calendar. The 'events' link is highlighted with a green arrow labeled '1'. Below the navigation bar, the 'events' section is active, and the 'Information Sessions' tab is selected, highlighted with a green arrow labeled '2'. The page displays a search form for information sessions and a table of upcoming sessions.

Session Start Date/Time	Session End Date/Time	Information Session Type	Employer	Location	RSVP
Sep 14, 2005 5:30 pm	Sep 14, 2005 7:00 pm	Bauer Company Information Session	Comerica	Dean's Boardroom	
Oct 12, 2005 5:00 pm	Oct 12, 2005 7:00 pm	Bauer Company Information Session	ConocoPhillips	MH 170	

# Workshops

1. View upcoming workshops by clicking on the Events link on the top navigation bar, and then clicking on the Workshops tab.
2. Click on the title of the workshop in the Name column for detailed information about each event.

The screenshot shows a web browser window displaying the University of Houston Bauer College of Business website. The page is titled "events" and features a navigation menu with tabs for "Career Fairs", "Information Sessions", and "Workshops". A green arrow labeled "1" points to the "Workshops" tab. Below the tabs is a table of events with columns for "Name", "Session Start", "Session End", "Location", and "RSVP". The table lists two events: "Leadership & Ethics Week" and "Resume Critique". A green arrow labeled "2" points to the "Leadership & Ethics Week" link in the Name column. The footer of the page contains contact information for the University of Houston.

Name	Session Start	Session End	Location	RSVP
<a href="#">Leadership &amp; Ethics Week</a>	Nov 07, 2005 9:45 am	Nov 11, 2005 9:45 am	Melcher Hall	
<a href="#">Resume Critique</a>	Nov 15, 2005 5:15 pm	Nov 15, 2005 8:15 pm		

# Important Dates and Personal Events

1. View important dates for the upcoming weeks by clicking on the Calendar link on the top navigation bar.
2. Review important dates by clicking on the highlighted dates in the inset calendar on the right.
3. Click on a link in the event to view the details.
4. Change the view of your calendar by clicking the appropriate tab.
5. Create, review and/or update events that do not automatically appear on the calendar by clicking on the Personal Events tab.

The screenshot shows a web browser window displaying the University of Houston Bauer College of Business calendar. The browser title is "University of Houston Bauer College of Business - Microsoft Internet Explorer". The address bar shows the URL "https://bauer.uh.edu/symlicity.com/students/index.php?getdate=20050928". The page header includes the university name and navigation links: "home", "documents", "jobs", "employers", "events", and "calendar". The "calendar" link is highlighted with a green arrow labeled "1". Below the navigation bar, there are tabs for "Day View", "Week View", "Month View", "Year View", and "Personal Events". The "Personal Events" tab is highlighted with a green arrow labeled "5". The main content area shows a calendar for "Wednesday, September 28". A green arrow labeled "3" points to a blue event box for "Fall 2005 Business Career Fair" at "10:00 AM" to "11:00 AM". A green arrow labeled "2" points to the date "28" in the "September 2005" inset calendar on the right. A green arrow labeled "4" points to the "calendar" link in the top navigation bar.