

Professional Practice Division Database (P2D2): Student Instructions

- **To access P2D2**, go to <https://webwise.gtri.gatech.edu/p2d2/>
- **At the login screen**, enter your username and password:
 - Your User ID is the first portion of your e-mail address, e.g., gtg111x. Your default password is the first portion of your e-mail address + last two digits of your year of birth + your birth month, e.g., gtg111x8503, for someone born in March of 1985. NOTE: If you changed your e-mail address through Buzzport **prior** to being issued a P2D2 account, your P2D2 User ID and password will be affected accordingly. After logging in, you can change your password to something only you will know.
- **To change your password:** (*Highly Recommended*)
 - Click on the “Change Password” link on your profile page
 - In the **New Password** field, enter an alpha numeric password that is 1 to 25 characters in length.
 - Re-enter your new password in the **Re-enter New Password** field.
 - Click on the **Update** button.
 - Click on the **Home** link to return to the welcome screen.
- **To upload your resume:** Your resume must be approved by your advisor and then uploaded to P2D2 before you can apply for jobs. A cover letter or transcript is not necessary unless specified in the job description.
 - Click on the **Upload Document** link on the ‘Resumes and Related Documents’ page.
 - Browse for your resume or document on either your computer hard drive or external device by clicking on the **Browse** button next to the **File** field. Once you have located the file that you want to upload, click on the **Open** button.
 - Select the document type of the document you are uploading. This is a **REQUIRED** field.
 - You can provide a brief description of your documents (optional).
 - Finally, you can designate which of your documents is the default for submission to potential employers. You should designate at least **ONE** document as your default.
 - Click **Add** to upload your resume/document.
 - Click on the **Home** link to return to the welcome screen.

- **To search for jobs:** *(You must gain full access to P2D2 from your advisor in order to apply for jobs. Full access is granted after your resume has been approved.)*
 - Click on the **Find Jobs** tab to go to the Job Search screen.
 - You can search jobs by company, major, location, deadline date, minimum GPA and/or starting semester.
 - Click on the link at the top of the screen (**Find jobs matching my profile**) to find all jobs that match your major, GPA, citizenship, and job type (co-op or intern).

- **To save jobs:** Click the check box next to the job(s) that you wish to save. Then click on **Save Selected Jobs** at the bottom of the page.

- **To apply for jobs:** *You will be able to apply to a job **ONLY** if you meet the qualifications (Major, GPA and Citizenship)*
 - Click on the Job Number/Title.
 - On the **Job Detail** screen that appears, click on the blue **Apply** button in the top left corner. (Contact your advisor if you see an error message that reads: *Currently being blocked from applying for jobs. Please see your advisor if you believe that you should be able to apply for jobs.* This error often appears when your advisor has not yet reviewed your resume.)
 - On the **Employer Job – Student – Add/Modify** screen that appears, select the resume you want to submit to the employer along with any other documents requested by the employer.
 - Click on the **Add** button.
 - **If the job is an on-campus interview**, you need to **meet with your advisor** after applying so that he/she can place you on the interview schedule.
 - **If the position is a resume referral**, your resume will be sent to the employer on your behalf.