

## Alumni Career Portal Guide

### **Step 1** – Create an account

- Please visit <https://careers.zu.ac.ae/>
- Register as a ZU Alumni

### **Step 2** – Add your details

- Write your ZU ID number, CGPA and Year of graduation

#### Note:

- If you are a graduate at the end of the year (Eg: graduate of December 2013, then you are considered as graduate of the year after – 2014 in this example)
- Your CGPA should be two digits Eg: 3.07

### **Step 3** – Create a password

- Create your password and make sure to register by your personal e-mail (Gmail, Outlook ...etc.)

### **Step 4** – Verify your account from the email that will be sent automatically to you

Once you have created your account, ensure to:

- Update your profile with your personal details, work experience and graduate studies details
- Upload your updated CV

*You will then receive weekly e-mail on the available employment opportunities as well as latest updates from the Alumni Team*