Welcome to the HGSE Hub! The Hub provides a trusted connection with our community to enable direct engagement and flexibility in your interactions with other students, staff and employers.

**Resetting Passwords and Completing Your Profile**

If you forget your password, go to the log-in page (https://communities.gse.harvard.edu/hgsehub/s/login/) and click the *Forgot Your Password* link. Enter the email address you used to log into Hub (probably your Harvard email) and a reset password email will be sent to you. If you aren’t sure which email address we have for you in our system, please contact us at 617-495-3427 or cso@gse.harvard.edu.

Please complete your profile to be an engaged community member with other students and to ensure employers can find you based on your career interests.
**Hub Homepage**

Your Hub homepage is a one stop shop for links to most other HGSE sites you’ll need such as Canvas, my.harvard.edu and more! You can also view checklists of tasks that will be important for you to do at various points during the year depending on what events are happening or where you are in your student experience process - e.g. Career Success Workshop checklist, Orientation checklist and more.

**Getting Support at HGSE**

If you have any questions or problems you need assistance with, you can submit a case via the Ask GSE link on the navigation bar. This link takes you to the case submission form where you can fill out the Subject and Description of your case.

**View Job and Internship Postings & Make Career Services Coaching Appointments**

Click the tab “Careers” then “Job Board”
Make a coaching appointment by selecting the Career Coaching link under the Careers tab.

Finding Students and Employers

Find Your Next Connection! You can search for fellow students, staff and employers in the “Discover” section by name, state, industry, etc. Details below:

You can either scroll through the list of jobs or use the drop-down filter boxes to search for criteria such as Position Type (full time vs. internships, etc.), State, Country and Industry.

You can sort jobs by publication date or application deadline.

Go to the “Discover” tab and select “Members”
You can also search by keywords. Please click the search icon in the upper right corner and enter relevant terms (e.g. educational media or curriculum development). This will search what students or employers entered in the career summary section of their profile.

To contact a community member, you may send them a direct message by clicking the “Message” button on their profile. You can also follow them by selecting the “Follow” button.

To view messages that members send you, select “My Messages” from your profile icon drop down list.

Another way to find students and employers is by joining groups that have been formed on the Hub. There will be groups geared toward specific industry sectors as well as other groups that members form to address common interests. Public groups are accessible by everyone; private groups are by invitation only. Within most groups, you can post discussion items, documents, questions, or even simple surveys. Groups also serve as an effective way to share links to external sites and resources.
News & Events/Discussions

From the News & Events tab in your navigation bar, you can view any events posted in the Hub. You can also view any HGSE community news and tips articles in the News section. If you want to start a discussion with fellow students, click the Discussions tab.

RSVP for events by clicking into their detail page. Ask questions of the event organizer by clicking the Question tab.

Click Discussions and then select an area to start a discussion with fellow students.