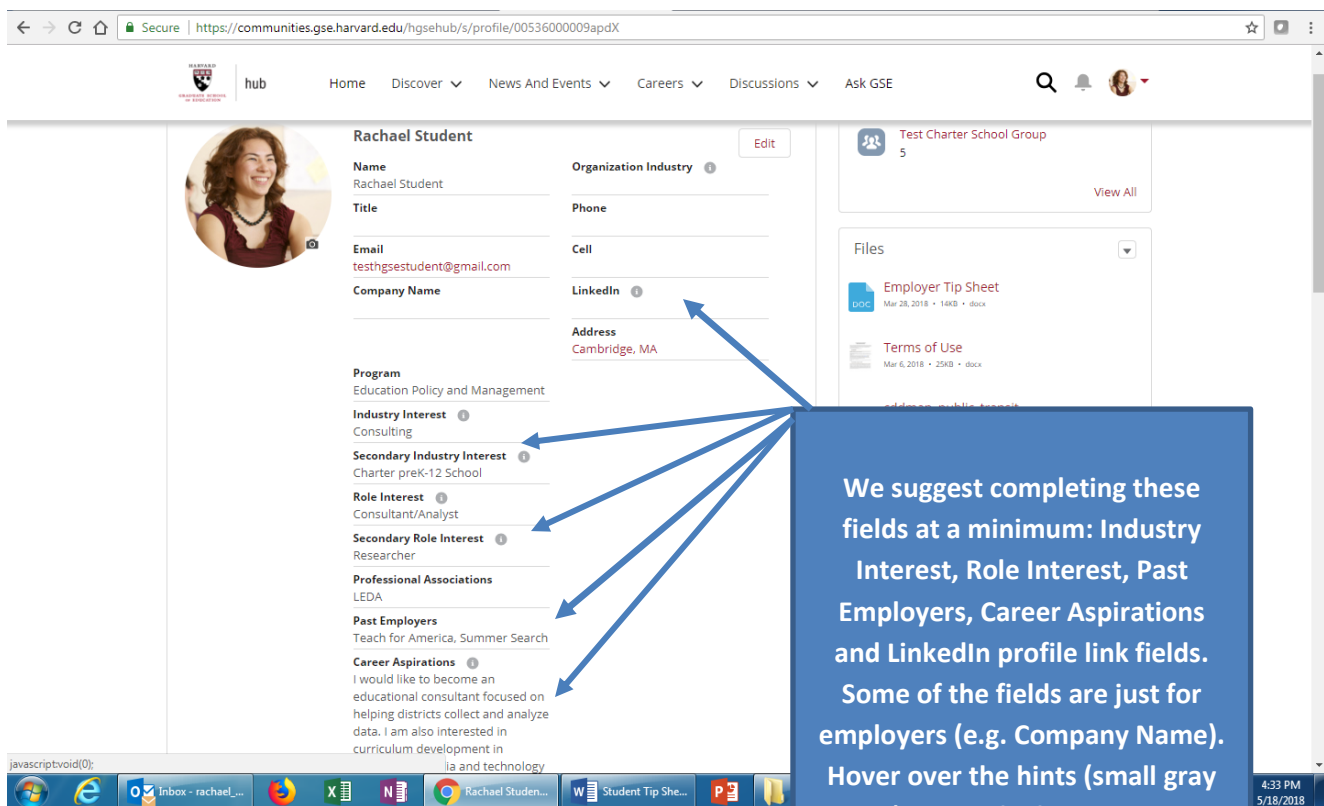
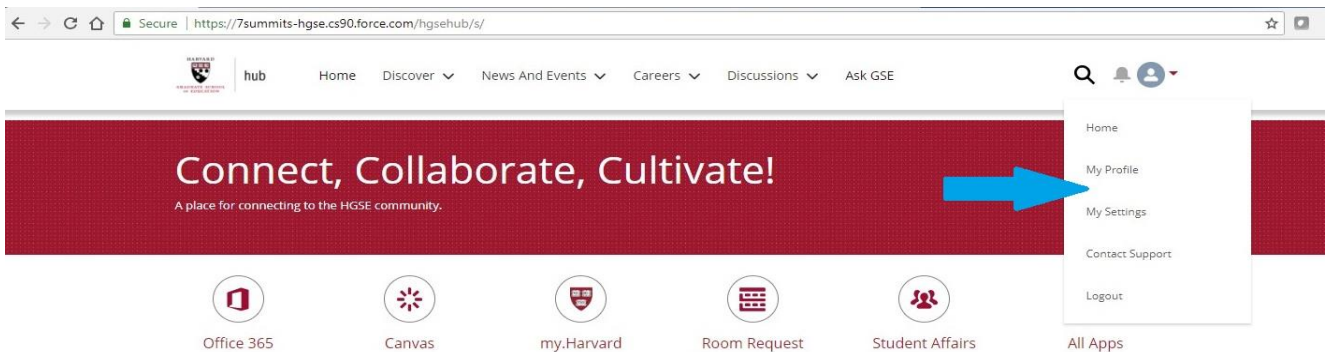


Welcome to the HGSE Hub! The Hub provides a trusted connection with our community to enable direct engagement and flexibility in your interactions with other students, staff and employers.

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/) (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 cs0@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.

The screenshot shows the 'Ask GSE' page on the Harvard Hub. The navigation bar includes 'Home', 'Discover', 'News And Events', 'Careers', 'Discussions', and 'Ask GSE'. The main heading is 'Ask GSE' with the subtext 'Get the support you need for any financial aid or career services questions.' Below this is a form with fields for '*Subject' and '*Description', an 'Add Files' button, and a 'Submit' button. To the right, there is a 'Suggested Help Articles' section with three entries: 'TESTING' (May 16, 2018), 'Career Services FAQs' (Apr 24, 2018), and 'Program Details' (May 9, 2018). At the bottom left, there is a 'MY COMMUNITY CASES' section with a table of cases.

You can view suggested Help Articles and Discussions in the community that match your keyword entry.

Access your cases in the My Community Cases section where you can click into specific cases, add comments, and view comments and resources from the HGSE staff member assisting with the case

CASE NUMBER	SUBJECT
00001004	Financial Aid
00001005	Class Enrollment

View Job and Internship Postings

The screenshot shows the Harvard Hub homepage. The navigation bar includes 'Home', 'Discover', 'News And Events', 'Careers', 'Discussions', and 'Ask GSE'. The main heading is 'Connect, Collaborate, C...' with the subtext 'A place for connecting to the HGSE community.' The 'Careers' dropdown menu is open, showing options: 'Job Board', 'Career Coaching', 'Career Resource Center', and 'Career Focused Groups'. A callout box points to the 'Job Board' option.

Click the tab "Careers" then "Job Board"

The screenshot shows the Harvard GSE Job Board interface. At the top, there is a navigation bar with 'hub', 'Home', 'Discover', 'News And Events', 'Careers', 'Discussions', and 'Ask GSE'. Below this is a red banner with the text 'Job Board' and 'Make great connections with recruiters and employers!'. The main content area features a 'Job Posting' section with a search bar and several filter boxes: 'POSITION TYPE', 'TOPIC', 'INDUSTRY', 'STATE', and 'COUNTRY'. A dropdown menu is open for the 'RECENTLY PUBLISHED' filter, showing options: 'RECENTLY PUBLISHED', 'UPCOMING APPLICATION DEADLINE', and 'ENTREPRENEURIAL/START-UPS'. A callout box on the right explains that users can 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. Another callout box at the bottom right explains that users can sort jobs by publication date or application deadline.

Make Career Services Coaching Appointments

The screenshot shows the Harvard GSE website navigation bar. The 'Careers' dropdown menu is open, showing options: 'Job Board', 'Career Coaching', 'Career Resource Center', and 'Career Focused Groups'. A blue arrow points to the 'Career Coaching' option. The background features a red banner with the text 'Connect, Collaborate, Cultivate!' and 'A place for connecting to the HGSE community.'

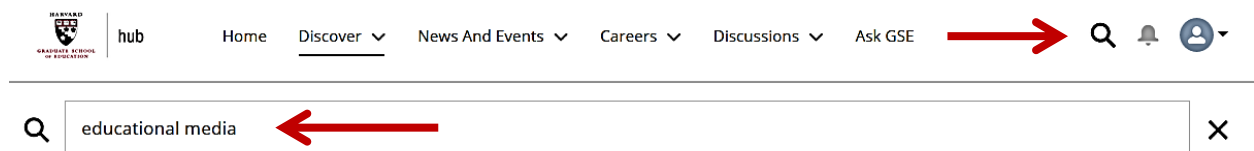
Finding Students and Employers

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

The screenshot shows the Harvard GSE website navigation bar. The 'Discover' dropdown menu is open, showing options: 'Groups' and 'Members'. A blue arrow points to the 'Members' option. A callout box explains that users should go to the “Discover” tab and select “Members”. The background features a red banner with the text 'Connect, Collaborate, Cultivate!' and 'A place for connecting to the HGSE community.'

To find employers in your desired sector or geographic area as well as fellow students with similar career interests, please choose a category from the drop-down filters.

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.



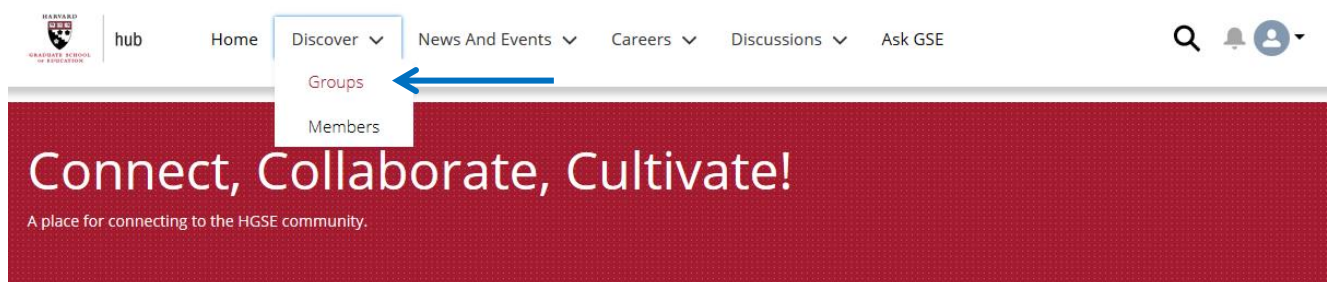
Messaging Students, Staff & Employers

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.

Groups

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.

