

UCN Job Portal

Instructions for students

Create a profile

Visit <https://jobportalen.ucn.dk/> and click on 'Create profile'.

Fill in your name, email and a password to create a profile.

Remember, to enter the email you check most frequently, so you don't miss out on new vacancies.

Login

Log in to the portal by entering your email and password. If you do not have a profile, you can create one by clicking on create profile

Login through LinkedIn

By signing in, you agree to our [Terms of Service](#) and the processing of your data

_____ Or _____

E-mail

Password

Login

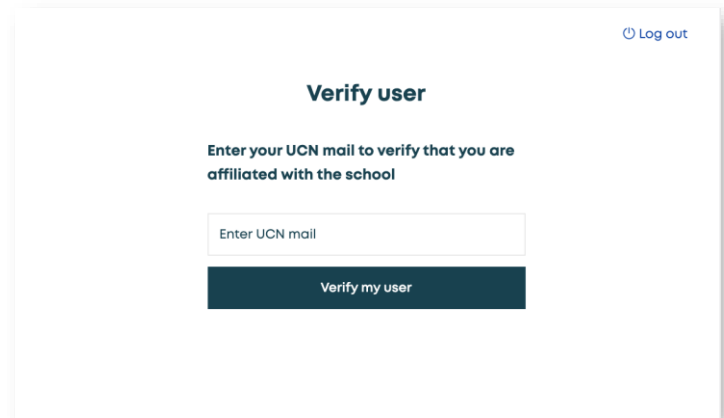
[Create profile](#) [Forgot password?](#)

Verify user

To access the job portal, you must verify your user to show that you are associated with UCN.

Therefore, please enter your UCN email as verification.

If you experience challenges with the verification process, please contact support:
support@cyjobapi.com.



The screenshot shows a web form titled "Verify user". In the top right corner, there is a "Log out" link with a circular arrow icon. The main heading is "Verify user". Below it, the instruction reads: "Enter your UCN mail to verify that you are affiliated with the school". There is a text input field with the placeholder text "Enter UCN mail". Below the input field is a dark blue button with the text "Verify my user".

Fill in your profile

Once you accessed, you will be asked to fill in your job preferences.

This will automatically create a job agent that will notify you by email, when new vacancies match your preferences.

It also makes it easier for internship coordinators to create an overview of the students on the portal, so they easier can help and guide you.

CC Camilla Christensen
cc@companyoung.dk
[Edit profile](#)

[Find job](#)

Preferences

[My jobagents](#)

[Personal data](#)

[Log out](#)

My job preferences

Please enter your job preferences here. Filling in your preferences will automatically create a job agent who will notify you when new positions match your wishes.

You can change your preferences at any time.

Status

What are your status?

Active searching Not active searching

Enter your preferences

Here you can enter your preferences. Choose which positions and geography, that matches your preferences.

Positions	Geography
▶ Internship	▶ Denmark
▶ Student job	▶ Abroad
▶ Project	
▶ Full-time job	
▶ Volunteering	

Search for vacancies

Click on 'Find job' to search for all available internships, student jobs, collaboration projects and full-time jobs relevant to UCN's degree programmes.

Here you can either use the free text search or 'More search options' to filter the results.

Alternatively, click on 'My jobagents' to see the results that match your job preferences.

The screenshot displays a user profile for Camilla Christensen (cc@companyoung.com) with links to 'Edit profile' and 'Show profile'. Below the profile is a navigation menu with options: 'Find job', 'Preferences', 'My jobagents', 'My CV', 'Informations', and 'Log out'. The 'Find job' section includes a search bar with the text 'Search positions', a 'More search options >' button, and a toggle switch for 'View only internships available for non-Danish speaking students'. It shows '1 Results' and a sorting option 'Last updated at'. The first result is a job listing from 'CompanYoung' titled 'CompanYoung søger praktikant inden for kommunikation', categorized as 'Praktik'. The listing text reads: 'Praktikant til e-vejledning Brænder du for vejledning og går måske med en drøm om på sigt at skabe dig en karriere indenfor området? Så har vi den helt relevante praktik til dig lige her i CompanYoung! Vi er en full service medievirksomhed, der hjælper hh'. Below the listing, it specifies 'Deadline: As soon as possible', 'Hiring date: As soon as possible', 'Created at: 02-03-2020', and 'Workplace: Aalborg'.

Guidance and support

For help and guidance on internships and collaboration projects, you can always contact your internship or project coordinator at UCN.

If you need help or have questions about the job portal, you are always welcome to contact support: support@cyjobapi.com.



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OF NORTHERN DENMARK