



## Careers Services' Desk: Answers

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1. The links to the Careers Services' Desk and other Graduate Prospects and HECSU websites are in the footer of Prospects.ac.uk. The Careers Services' Desk is also available at: [www.prospects.ac.uk/links/csd](http://www.prospects.ac.uk/links/csd).
2. Go to **Careers chat live** in the Events menu on the Careers Services' Desk. Chat live events take place every Tuesday and Wednesday during term time.
3. The answer is the **Email students and graduates** service, which can be found in the Products and services menu. You will need to login to access this page.
4. Login to the **Prospects news** page in the News menu to read the latest newsletter.
5. Select **AGCAS products** in the Products and services menu. Scroll down to AGCAS Occupational Profiles and click on PDFs of AGCAS Occupational Profiles. To find the most recently updated profiles, you can order the list by date written.
6. The answer is [www.prospects.ac.uk/links/options](http://www.prospects.ac.uk/links/options). To find more links to Prospects.ac.uk, login to the **Quick links** page in the Marketing menu and open up the links spreadsheet. Use the tabs at the bottom of the spreadsheet to view the different sections.
7. Prospects Net is a customisable, web-based career management and administration system, which has vacancies, events management and e-guidance modules. For more information, see **iProspects software** in the Products and services menu.
8. Select **Prospects products** in the Products and services menu and scroll down to Prospects Finalist.
9. Fill in the **Order materials** form in the Marketing menu. You will need to login to access this page.

10. Login to the **Graduate Careers Services Directory** (GCSD) in the Products and services menu and select Manchester Metropolitan University from the A-Z list of institutions.