Instructions to Update your CDS Profile – Fall 2020

Log in https://mpa-mccombs-texas.12twenty.com
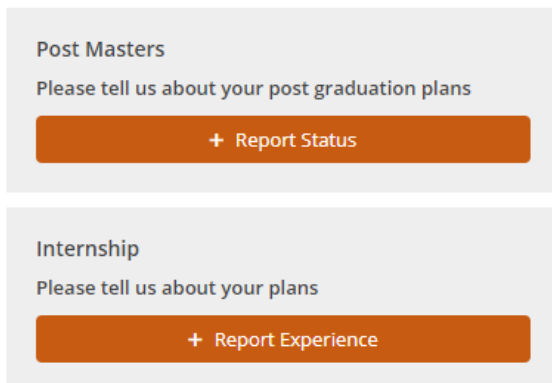
Information provided is confidential; only MPA staff can see the information you provide. Reporting results are only in aggregate and so cannot be identified as belonging to you.

On the left, you'll see this:
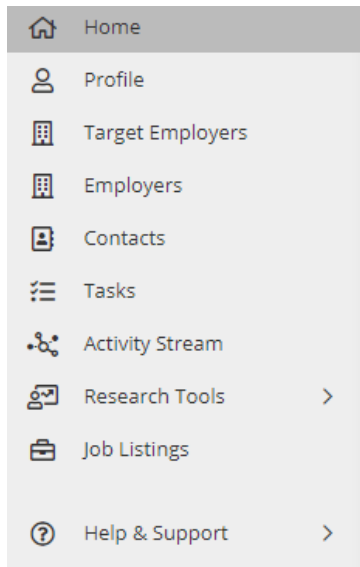
You'll see this on the **home** page:

Please report **any** internship of full-time offers (and whether you accepted or rejected them). This helps us keep track of who may be needing assistance in finding an internship or full-time position, and we need it for statistical purposes. Completing it will also cut down on your e-mails from us!

You'll see this on the **profile** page:

Jobs and Job Offers   Application Materials   **Background**

You'll have already entered your Job/Job Offers (if you have any). You **do not** need to do anything with Application Materials tab.

Background Instructions:

- If you have a suitable photo, we would appreciate you uploading it for easy identification purposes. Only the MPA Career Management team will see it.
- Check your MPA grad date. If it is inaccurate, you're unable to change it yourself, so please let us know at MPACareers@mccombs.utexas.edu
- Using the pencil icon, complete the "Personal" section.
    - We are aware that "Gender" only has "Man" and "Woman" categories – we plan to ask the programmers soon to add additional categories to be more inclusive. If you feel that man or woman does not identify your gender, please do not select either.
- Complete the "Preferences" section
- You **do not** need to complete the "Education" section
- Only complete the "Past Education" section if you have gone to school outside of UT Austin

If you are interested in using CDS as a tool to research companies that have hired MPAs, starting salaries, etc. you can watch this 4-minute webcast.

Questions? MPACareers@mccombs.utexas.edu