

P2D2 Job Database Instructions – Co-ops

1) Log in to P2D2 at <https://webwise.gttri.gatech.edu/p2d2>

Username = first portion of e-mail address

Password = username + last two digits of birth year + birth month

Example: If your email is gtg111x and your birthday is March 1991, your password is gtg111x9103.

Note: If you have changed your assigned email address through BuzzPort or if you have several email aliases, please try all versions.

2) To schedule a meeting with your co-op advisor (on Home tab):

- Click **Schedule/View Advisor-Student Meetings**
- Choose your advisor, and select a date and time
- Click **Schedule Meeting**
- Select entry from the “Reason for Meeting” menu and click “Update”

Note: You must schedule or cancel a meeting at least 4 hours in advance.

3) To upload your resume (on Resumes and Docs tab):

- Click **Upload Document** link and browse for the document.
- Select the document type.
- You can designate which of your resumes is the default for submission to employers if you choose to upload more than one.
- Click **Add** to upload your resume.

Note: Cover letters are *not* necessary for P2D2 jobs.

4) To search for jobs (on Find Jobs tab):

- Click on the **Find jobs matching my profile** link at the top of the screen to find all jobs that match your major, GPA, and citizenship.
- To save jobs, click the check box next to the jobs that you wish to save. Then click **Save Selected Jobs** at the bottom of the page.

5) To apply for jobs (on Find Jobs tab):

- Click on the **Job Number/Title**.
- On the Job Detail screen, click blue **Apply** button in top left corner.
- On the Submit Documents screen, select your resume and/or cover letter.
- Click the **Submit** button.
- If the job is an **on-campus interview**, click on the **interview date** link on the Job Search Results page to see which time slots are available. **Then contact your advisor so that he/she can schedule your interview time. Provide the company name, job number, interview date, and your first and second time preferences. Don't delay scheduling your interviews; some interview schedules fill quickly.**

Note: If the job is a **resume referral**, your resume will automatically be sent to the employer after applying. Employers will contact you directly if they would like to schedule a phone or on-site interview.