



FEA Career Center



AUB American University of Beirut  
الجامعة الأمريكية في بيروت

## Students & Alumni Website Guide version 1.1(August 2006)

It is very fast and easy to register in the FEA Career Website.

Registration steps:

- 1) On the homepage select from the drop down list the corresponding option.  
(You will be automatically redirected to the registration page)

FEA Career Services  
How to Register ?  
(Students & Alumni)  
Register as a Company  
FAQs  
Alumni Directory  
Make a Gift to FEA  
Contact Us

**Welcome to the FEA Career Center**

The FEA Career Center is a student support and job counseling center. It offers extensive employment services to employers, students and alumni.

The objective of the Center is to link the FEA current students and alumni with employers, and to help employers with their potential hiring process by providing opportunities for networking and employment.

The career services are available for current students, alumni and employers. The services include professional assistance, job and internship opportunities, job placement, recruiting and more.

if you can't see the picture above, click here to download flash plugin

**Students, Alumni & Companies login**

Username:   
Password:   
Login

Forgot your login information? [click here](#)

Students & Alumni Register here:

**Announcements**

For more Details click here: [Faculty Presentation 2005-2006.ppt](#)

[About FEA interns 2005 :](#)  
An FEA intern went to Mont-Saint-Aignan agency, France last year. Here's what she says about her eight-week training and the experience she gained... [Resume](#) | [Stop](#)

2) Fill in the required information in the form shown below.

The screenshot shows a web browser window titled "FEA Career Registration Page - Microsoft Internet Explorer". The address bar shows "http://webfea.fea.aub.edu.lb/career/main.aspx". The form is divided into four sections, each with an orange header:

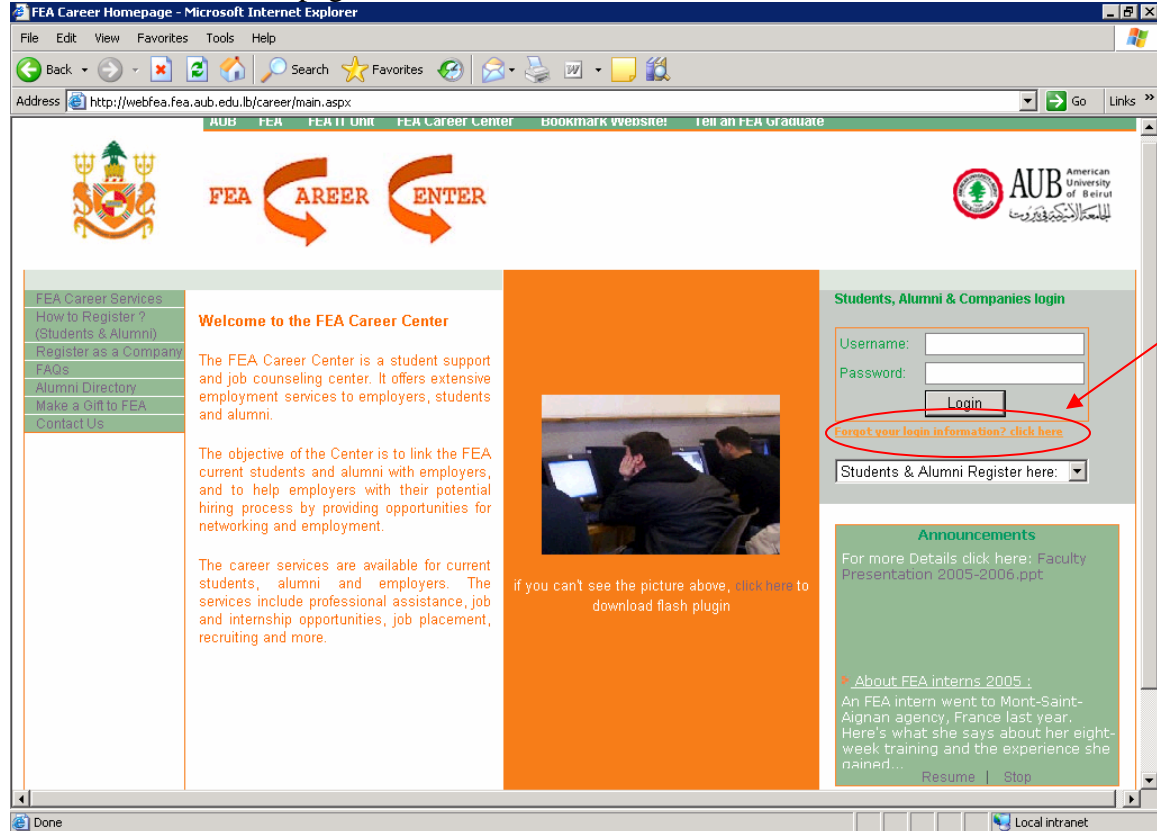
- Registration Information: (Required)**
  - User Name: [text input] [maximum 11 characters]
  - Password: [text input] [maximum 11 characters]
  - Confirm Password: [text input]
- Personal Information: (Required)**
  - First Name: [text input]
  - Middle Initial: [text input]
  - Last Name: [text input]
  - ID Number: [text input] eg, 199012345
  - Gender:  male  female
  - Country of Citizenship: [dropdown menu]
  - Email: (for 2nd year students put your AUB email) [text input]
  - Date of Birth: [dd] [mm] [yyyy]
  - Permanent Address: [text input]
  - Current Address: [text input]
  - Telephone: [text input] (eg. 9613999888 for Lebanon)
  - Phone2: [text input]
- Academic Information: (Required)**
  - Graduation Date/Or Expected: [25] [Jun] [yyyy]
  - Degree: [Help?](#) [dropdown menu]
  - Major: [dropdown menu]
  - Alumni, select only yyyy

At the bottom of the form are "Submit" and "Reset" buttons. Below the form is a footer: "For web comments/suggestions only, contact mti02@aub.edu.lb AUB's Copyright and Disclaimer".

**Required fields are:** username, password, confirm password, first name, middle initial, last name, AUB id number(if you have forgotten your ID please send an email to [mti02@aub.edu.lb](mailto:mti02@aub.edu.lb) ),gender, country of citizenship, email(for current AUB registered student we recommend to use AUB email),date of birth, permanent address, telephone, year of graduation(day and month are selected by default but you can also change them), degree received from AUB (last degree), and Major.

- 3) You will receive an automated email which will inform you that your account has been created and will be activated in a maximum of 2 working days (usually the same day).
- 4) Once activated, you will receive another email informing you that your account has been activated and you may now login to the website.

- 5) If you forgot your username and password, please use the 'Forgot login info' link found on the homepage.



### **Remarks:**

1. We will send an activation email to your registered email so make sure it is correct.
2. If your phone number format does not match, insert 9613999999 in Telephone field and your correct phone number in phone2 field.
3. The Degree drop down contains 5 options:
  - a) BE (Alumni) : if you hold a Bachelor of Engineering from AUB
  - b) ME(Alumni) : if you hold a Master of Engineering from AUB
  - c) Intern: if you are a current 3rd year student and looking for a summer training
  - d) BE (4th year student): if you are a 4th year student and will graduate this current year. For Architecture students who will graduate this current year please choose this option too.
  - e) Masters (pursuing): if you are pursuing a Master of Engineering Degree at AUB.

For website questions and inquiries please send an email to [mti02@aub.edu.lb](mailto:mti02@aub.edu.lb)