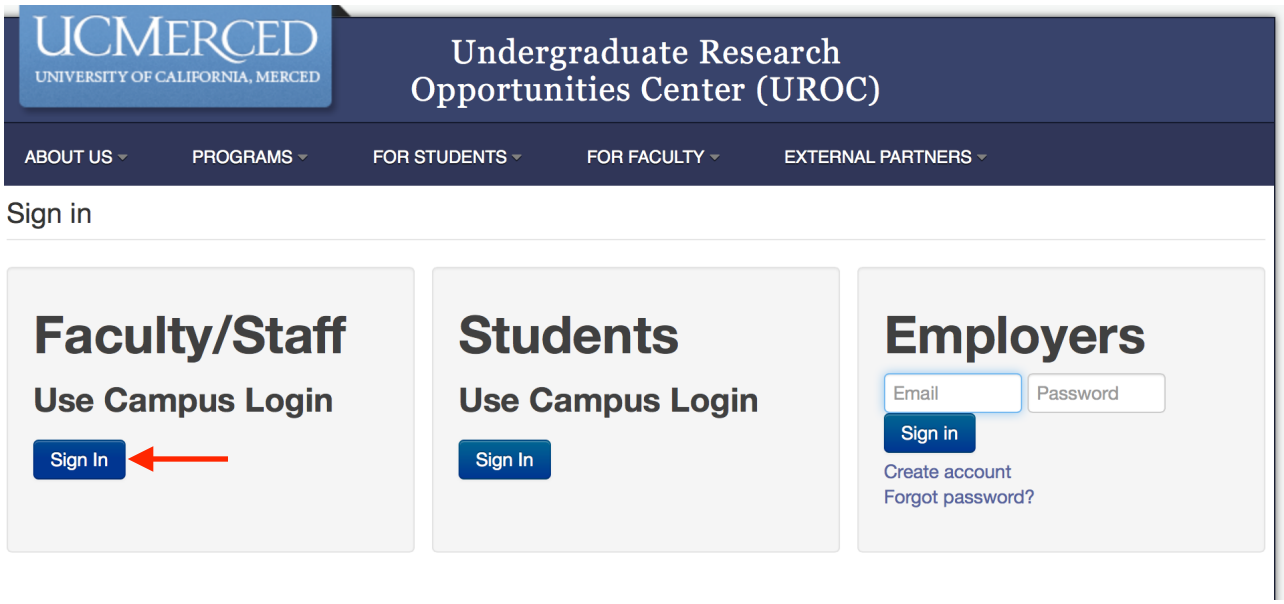
UROC Research Portal

Instructions For Faculty

1 Go to urocportal.ucmerced.edu and click on 'Sign In' under Faculty/Staff.



2 Use your UC Merced Single Sign-On (SSO) information (same as your UCM Email)

3

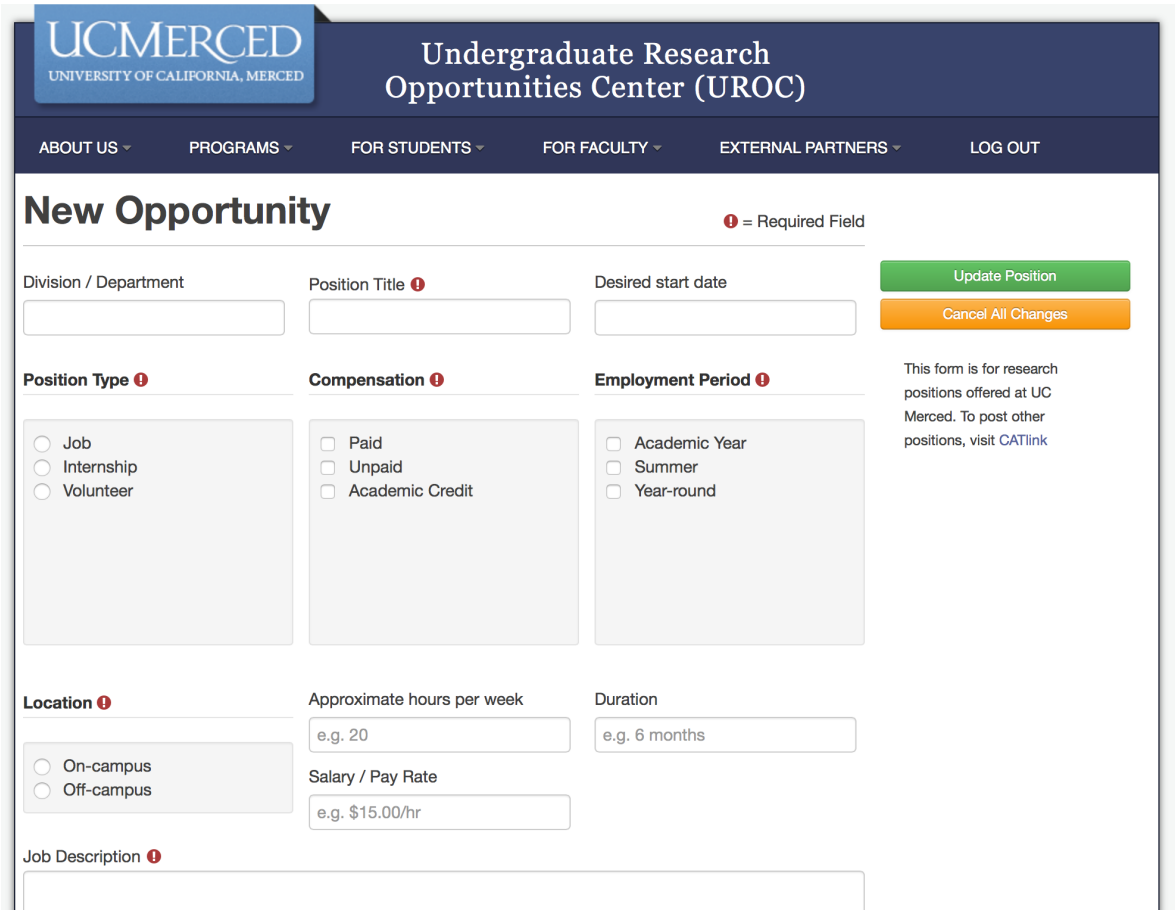
After logging into the Portal, you can:

- Post a new opportunity
- Edit/Update a previously posted opportunity
- View student profiles

4

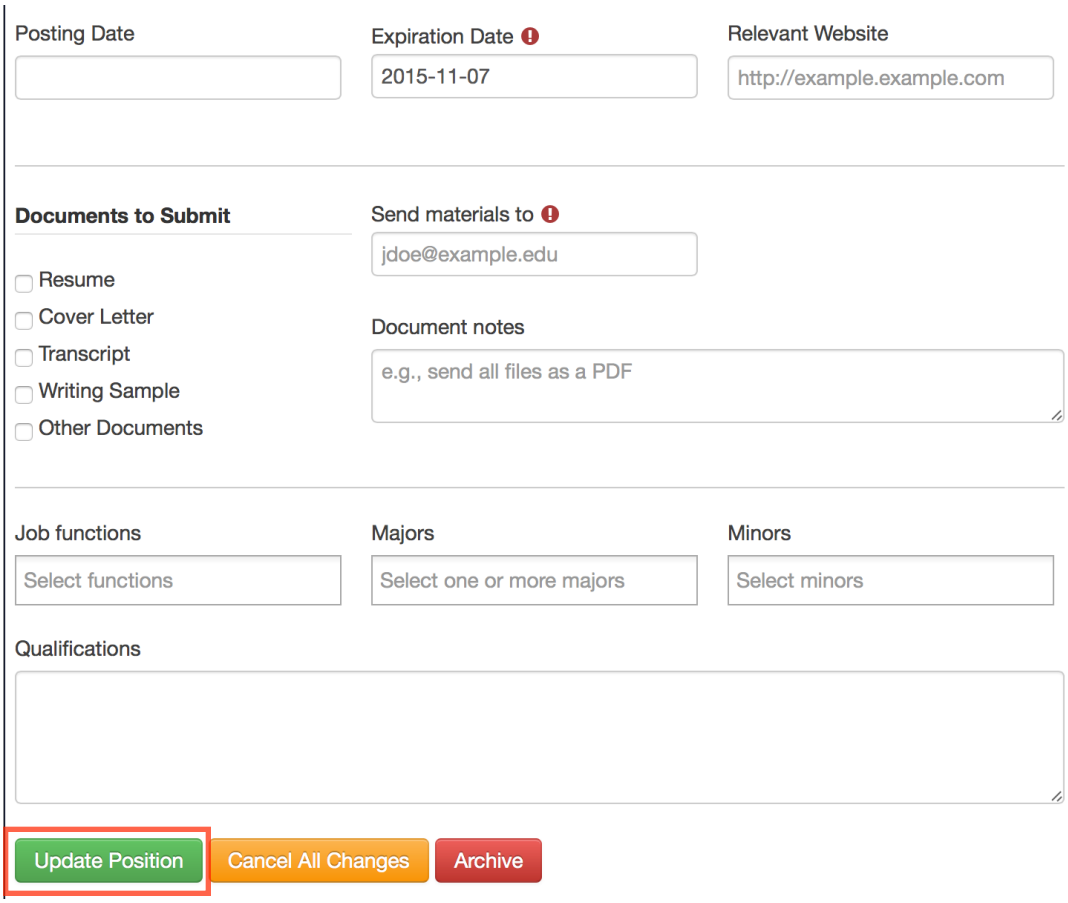
To post a new opportunity: under For Faculty, click on "Post an Opportunity"

- Enter all information regarding your position (required fields are highlighted with a ❗).
- For a list of fields and their definitions, click here.



5 Click 'Update Position' to save the position.

- You may go back to edit your position before and after it is posted.
- Clicking Archive will save the position, but it will not be visible on the Portal.



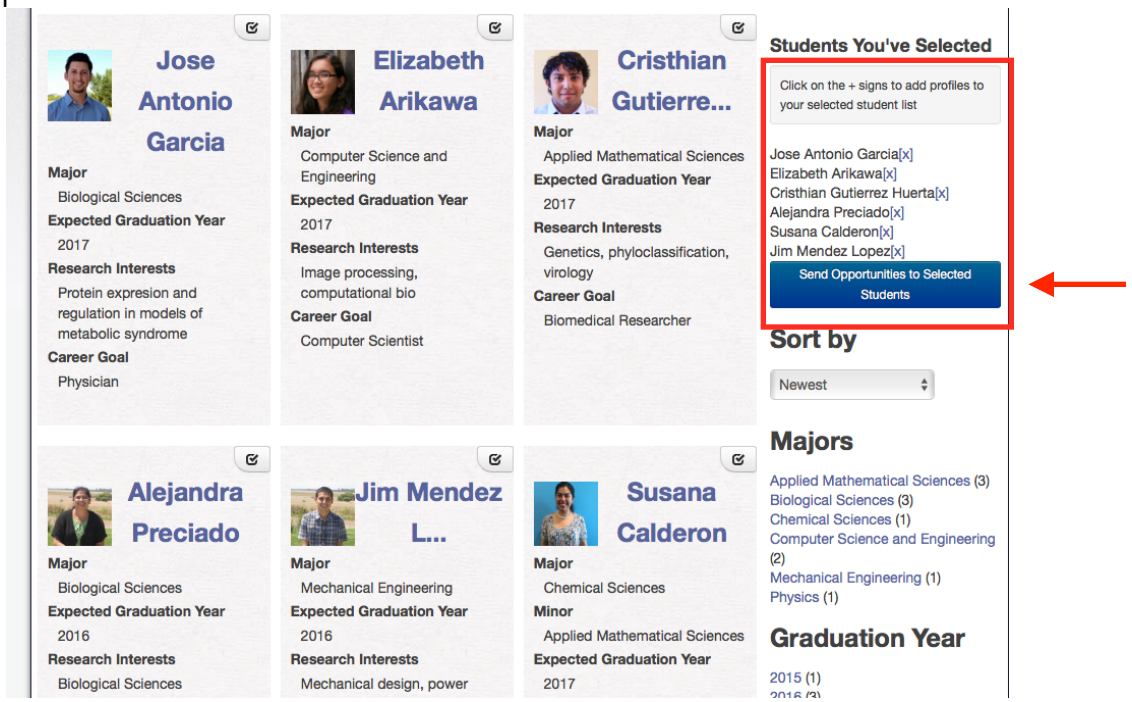
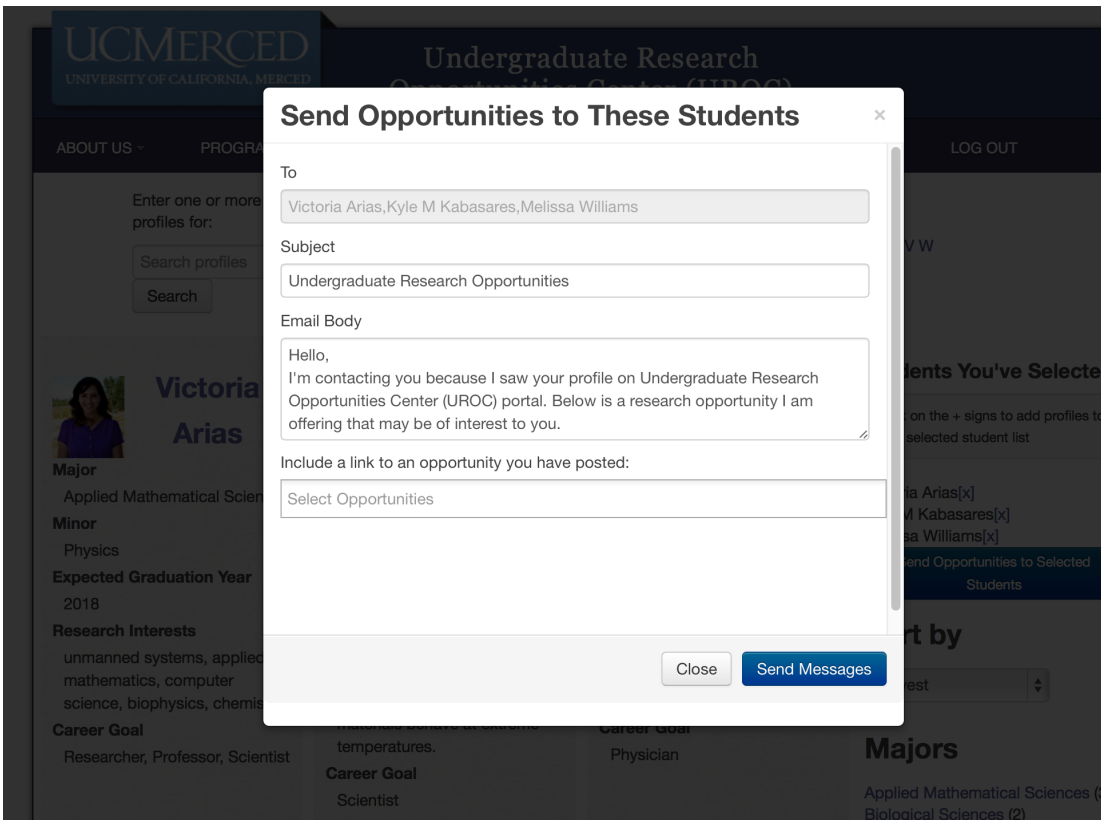
6

To search for students, under For Faculty, click on "View Student Profiles" (see step 3)

- On the right, you may sort profiles by last name, relevance, or by newest. This is helpful if you have already searched through profiles and want to see newer profiles.
- Search profiles by major, graduation year, or Availability (only looking for paid/unpaid position or academic credit).

7 You can add student profiles to your contact list by clicking the (+) in the top right corner of a student profile.

- You may send more information about the position to the students by clicking 'Send Opportunities to Selected Students.'



8 After clicking on 'Send Opportunities to Selected Students,' an automated email box will come up and you may contact the students to inform them about your opportunity.