

- 1 Go to [urocportal.ucmerced.edu](http://urocportal.ucmerced.edu) and click on 'Sign In' under Faculty/Staff.

The screenshot shows the UROC Research Portal homepage. At the top is the UCMERGED logo and navigation links: ABOUT US, PROGRAMS, FOR STUDENTS, FOR FACULTY, and EXTERNAL PARTNERS. Below the navigation bar is a 'Sign in' section with three columns. The first column is for 'Faculty/Staff' and 'Use Campus Login', featuring a 'Sign In' button with a red arrow pointing to it. The second column is for 'Students' and 'Use Campus Login', also featuring a 'Sign In' button. The third column is for 'Employers' and includes input fields for 'Email' and 'Password', a 'Sign in' button, and links for 'Create account' and 'Forgot password?'.

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

The screenshot shows the UC Merced Single Sign On (SSO) login page. It features a 'Sign On' section with input fields for 'UCMNETID:' and 'PASSWORD:'. Below these fields is a checkbox labeled 'Warn me before logging me into other sites.' and two buttons: 'LOGIN' and 'CLEAR'. A link for 'Forget Password? click [here](#)' is provided. A security warning states: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!'. At the bottom, a note advises users to be wary of any program or web page that asks for their UCMNetID and password, and that UC Merced Web Pages that ask for their UCMNet ID and password will generally have URLs that begin with 'https://www.ucmerced.edu'. The page is powered by JA-SIG Central Authentication Service 3.5.2.

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After logging into the Portal, you can:

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

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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](#).


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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.

Posting Date	Expiration Date 	Relevant Website
<input type="text"/>	<input type="text" value="2015-11-07"/>	<input type="text" value="http://example.example.com"/>

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<b>Documents to Submit</b>	Send materials to 
<input type="checkbox"/> Resume	<input type="text" value="jdoe@example.edu"/>
<input type="checkbox"/> Cover Letter	
<input type="checkbox"/> Transcript	Document notes
<input type="checkbox"/> Writing Sample	<input type="text" value="e.g., send all files as a PDF"/>
<input type="checkbox"/> Other Documents	

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Job functions	Majors	Minors
<input type="text" value="Select functions"/>	<input type="text" value="Select one or more majors"/>	<input type="text" value="Select minors"/>

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Qualifications

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).




**Jose Antonio Garcia**

**Major**  
Biological Sciences

**Expected Graduation Year**  
2017

**Research Interests**  
Protein expression and regulation in models of metabolic syndrome

**Career Goal**  
Physician




**Elizabeth Arikawa**

**Major**  
Computer Science and Engineering

**Expected Graduation Year**  
2017

**Research Interests**  
Image processing, computational bio

**Career Goal**  
Computer Scientist




**Cristhian Gutierrez**

**Major**  
Applied Mathematical Sciences

**Expected Graduation Year**  
2017

**Research Interests**  
Genetics, phylogenetic classification, virology

**Career Goal**  
Biomedical Researcher




**Alejandra Preciado**

**Major**  
Biological Sciences

**Expected Graduation Year**  
2016

**Research Interests**  
Biological Sciences

**Career Goal**  
Scientist




**Jim Mendez L...**

**Major**  
Mechanical Engineering

**Expected Graduation Year**  
2016

**Research Interests**  
Mechanical design, power generation, solar energy

**Career Goal**  
Research Engineer



**Susana Calderon**


**Major**  
Chemical Sciences

**Minor**  
Applied Mathematical Sciences

**Expected Graduation Year**  
2017

**Research Interests**  
Computational Chemistry


**Career Goal**  
Academia



**Victoria Arias**

**Major**  
Applied Mathematical Sciences


**Minor**  
Physics



**Kyle M Kabasares**

**Major**  
Physics

**Minor**  
Applied Mathematical Sciences



**Melissa Williams**

**Major**  
Biological Sciences

**Minor**  
Psychology

**Students You've Selected**

Click on the + signs to add profiles to your selected student list

**Send Opportunities to Selected Students**

**Sort by**

Newest

**Majors**

Applied Mathematical Sciences (3)  
Biological Sciences (3)  
Chemical Sciences (1)  
Computer Science and Engineering (2)  
Mechanical Engineering (1)  
Physics (1)

**Graduation Year**

2015 (1)  
2016 (3)  
2017 (6)  
2018 (1)

**GPA (Student Reported)**

3.0+  
3.5+

**Student Availability**

Paid Positions  
Unpaid Positions  
Academic Credit Positions

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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.'

The screenshot displays the UROC portal interface. On the left, there are six student profiles arranged in a 2x3 grid. Each profile includes a photo, name, major, expected graduation year, research interests, and career goal. The profiles are for Jose Antonio Garcia, Elizabeth Arikawa, Cristhian Gutierrez, Alejandra Preciado, Jim Mendez, and Susana Calderon. On the right side, there is a section titled 'Students You've Selected' which contains a list of the selected students' names with an 'x' icon next to each. Below this list is a blue button labeled 'Send Opportunities to Selected Students'. A red arrow points to this button. Above the button, there is a text box that says 'Click on the + signs to add profiles to your selected student list'. Below the button, there are sections for 'Sort by' (set to 'Newest') and 'Majors' (listing Applied Mathematical Sciences (3), Biological Sciences (3), Chemical Sciences (1), Computer Science and Engineering (2), Mechanical Engineering (1), and Physics (1)). At the bottom, there is a 'Graduation Year' section listing 2015 (1) and 2016 (3).

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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.

The screenshot shows a dialog box titled 'Send Opportunities to These Students' overlaid on the UROC portal. The dialog box has a 'To' field containing the names 'Victoria Arias, Kyle M Kabasares, Melissa Williams'. The 'Subject' field is labeled 'Undergraduate Research Opportunities'. The 'Email Body' field contains a pre-written message: 'Hello, I'm contacting you because I saw your profile on Undergraduate Research Opportunities Center (UROC) portal. Below is a research opportunity I am offering that may be of interest to you.' Below the email body, there is a section labeled 'Include a link to an opportunity you have posted:' with a dropdown menu showing 'Select Opportunities'. At the bottom right of the dialog box, there are two buttons: 'Close' and 'Send Messages'.