1. Login to MySCU Portal and click on the **Workday** app

2. Click on the **Career** icon

3. Click on **SCU Student Jobs (for External Students)**

4. View all listing jobs click on the position title to view job posting

5. View **Job Posting** and click on **Apply** to proceed with the application process
6. Upload Resume and click **Next** to proceed with application process

7. Once you complete the application, click on **Done**

8. Go back to **Career** icon and click on **My Applications** to view current applied positions and statuses