Student Opportunity Center User Guide

The Undergraduate Research Opportunities Program (UROP) in the Office of the Vice Chancellor for Research is excited to announce that the Student Opportunity Center (SOC) is now available to all current University of Hawaiʻi at Mānoa (UHM) undergraduate students, faculty, and staff. The SOC is UHM's newest centralized database where undergraduate students can search for research and creative work positions, internships, co-ops, conferences, and more. UROP provides exclusive access to the SOC for the Mānoa campus.

The SOC comprises two main databases. The first, a **national database** of opportunities curated by the SOC team, uses web-crawler technology to search the internet for thousands of listings. The second, a **UHM-specific database**, is curated by the UROP staff and is populated with faculty-generated opportunities and other established programs available across campus. The SOC is the go-to place to search for undergraduate research and creative work opportunities. It is also where UHM faculty can advertise open positions and recruit skilled students.

Activate account[*]

A placeholder account has been created for every UHM undergraduate student, faculty, and staff member, referred to as "pre-authorized users." Accounts remain inactive unless users complete the necessary steps to activate their account. To complete account activation, follow the steps below.

1. Visit the Student Opportunity Center website and click "Log In," and then "Sign Up."
2. Enter your @hawaii.edu email address and a password. You may enter your first and last name or choose to use an alias (e.g. "UHM User"). You will receive a prompt stating "You already have a Student Opportunity Center account with this email. Login to your account, Send password-reset email or Resend activation email."
3. The prompt indicates that you are a pre-authorized UHM user, and that a placeholder account has already been created on your behalf. Follow the instruction to "Resend activation email" or request an activation email here.
4. Open the Account Activation email sent to your @hawaii.edu email address and click the "Activate Account" button. Note that the email may be in your spam folder.
5. In the password creation portal, provide a unique password. We recommend using one that is DIFFERENT than your email account password.

Change user profile information

Updating user profile information is optional. Pre-authorized users are assigned the alias "UHM User" until they choose to update their account with their first and last name. Your name and other user

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[*] See "Troubleshoot" section if you are unable to activate your account

profile information can be updated by clicking your profile name in the upper-right corner, then "My Profile."

Prior to posting
Before faculty and staff can post to the SOC, they must be assigned an administrator role. Email urop@hawaii.edu to request administrator access. You should receive confirmation within 1 business day. **You must be in the "Admin Portal,"** found by clicking your name in the upper-right corner.

Admin Portal vs. Student App
Users with Admin access will be able to view the SOC from both the Admin Portal and the Student App. The Admin Portal lets you to create and manage listings. Switch to the Student App to view the platform as it would be seen by a student. Click your name in the upper-right corner and click "Switch to Student App" or "Switch to Admin Portal."

Create a UHM internal database listing
Once you have admin access, you can create and manage listings at any time. In the Admin Portal:
1. Click the icon with three parallel lines in the upper-left sidebar
2. Click on "Opportunities" to drop down a menu of options
    a. Click "Create New" to create a new listing
3. Fill out all appropriate fields; see below for helpful tips on fields
4. Click "Publish Opportunity" to post online, or "Save As Draft" to save and publish later

Helpful tips for filling out fields

Field	Description
Title	Provide a project title. This will be prominently displayed on the listing.
Category	Designate the type of opportunity. Students can use this to filter their search results. (For student research opportunities, select "Undergraduate Research.")
Compensation Type	If you selected a Category that involves a work position, such as "Internship," this field will pop up. Select either "Paid" or "Unpaid."
Hourly Pay Rate or Funding Amount	If you selected "Paid" under Compensation Type, then you may choose to provide an hourly pay rate or a total funding amount.
Web URL	Provide a webpage URL if applicable. This can lead to an external site that has photos, more detailed background information, etc.
Admins	Select admins to manage the listing. You will already be listed. Additional users with the "Admin" user role can be added. Request an Admin role for another user at urop@hawaii.edu. Once granted, type

Field	Description
	the individual's @hawaii.edu email into the text box. Wait for the text to convert to a gray pop-up below the text box, then click it to add.
Description	Describe the opportunity. This should include: related field of study, nature of the position or opportunity, time commitment, contact information, and instructions to apply. For example, state if students are required to submit a statement of interest, (un)official transcripts, letters of recommendation, resume/CV or other materials.
Requirements	List relevant requirements, if any.
Responsibilities	List relevant responsibilities, if any.
Deadline Type	Select 1 of several deadline types. If the deadline is specific or seasonal, please specify the dates or season. Note that date-specific, expired listings will automatically be hidden from search results. It is your responsibility to update deadlines to keep listings active.
Date Type:	Select 1 of several opportunity date types. If the opportunity is offered during a specific period or season, specify the dates or season.
Location Type:	Select 1 of several location types. If the location is specific, please state the location.
Tags	Enter any relevant tags, which include hundreds of pre-set topics like UHM majors or UHM colleges/schools and general subject areas. Tags populate as you begin to type. Select each tag as it pops up. Tags help students search for specific opportunities relating to their interests (e.g., a student can search for the "marine-biology" tag or "Honolulu" tag).
Communities	Leave blank. Choosing a Community restricts the listing to be viewable only to students assigned to that specific Community (in this case, a Community would be a UHM college/school). As no UHM students are assigned to communities, this would make the listing non-viewable.
Create a SOC project for this opportunity:	This feature has been disabled. Please disregard.
Application	This feature has been disabled. Please disregard.
Feedback Survey	This feature has been disabled. Please disregard.
Citizenship Required:	Check the box if citizenship is required.

Sharing opportunities with students

Each time you create an opportunity listing, 2 unique URLs are generated. When in the Admin Portal, click your listing and you will see a URL that only you can access; this links to the listing so you may edit. When in the Student App, search your listing and click it to view the URL that can be shared.

Manage listings
Listings can be edited, archived, or hidden from view at any time. Listings cannot be permanently deleted. To do any of the aforementioned, be sure you are accessing the Admin Portal and not the Student App. Click your profile name in the upper-right corner, then "Switch to Admin Portal."

1. Click the icon with three parallel lines in the upper-left sidebar
2. Click on "Opportunities" to drop down a menu of options
    a. Click "View Opportunities" to see a list of all your opportunities
3. Find the relevant opportunity and follow the instructions below
    a. *To edit*: Hover the mouse over a listing and click the pencil icon that says "Edit." You can also click the listing for a full-page view, then click "Edit Opportunity" in the upper-right corner
    b. *To hide*: Hover the mouse over a listing and click the eyeball icon that says "Hide." You can also click the listing for a full-page view, then click "Edit Opportunity" in the upper-right corner. Scroll to the bottom and check the box for "Hidden" and click "Apply Changes."
    c. *To archive*: Hover the mouse over a listing and click the folder icon that says "Archive."
    d. *To un-hide*: Click "Hidden" on the left sidebar to view hidden listings. Click the eyeball icon to "Publish." You can also click the listing for a full-page view, then click "Edit Opportunity" in the upper-right corner. Scroll to the bottom and uncheck the box for "Hidden" and click "Apply Changes."
    e. *To un-archive*: Click "Archived" on the left sidebar to view archived listings. Click the folder icon. The icon will say "Archive" but will in fact, un-archive the listing. You can also click the listing for a full-page view, then click "Edit Opportunity" in the upper-right corner. Scroll to the bottom and click "Apply Changes." This will publish the opportunity.

Create a listing for the national database
Administrators may also choose to advertise positions to the national database. These are viewable to students at *any university* subscribed to the SOC. Click your name in the upper-right corner and Switch to Admin Portal. Click "Submit Opportunity." If you want to list an opportunity in both the UHM internal database and the national database, you must submit to both databases separately.

Disable or delete account
Users may temporarily disable or permanently delete their account. To request account disabling or deletion, email urop@hawaii.edu.

Troubleshoot
If you are having difficulty creating an account, this may be because your @hawaii.edu email address is not yet on record with the SOC. Access is restricted to a list of pre-authorized UHM users, and the list may not be updated with your information.

Take the following steps to address the issue:

1. Email urop@hawaii.edu to request access to SOC
2. Wait for a confirmation email that you have been added to the list of pre-authorized users
3. Follow steps 1-5 on page 1 of this document to activate your account

For all other issues, email urop@hawaii.edu

Learn more
Visit the [UROP SOC webpage](#).