Students and Alumni
GriffonLink Profile Creation:
This is a step-by-step guide to demonstrate to new students and alumni how to sign-up for GriffonLink, Missouri Western State Universities’ (MWSU) job search board.

**Step 1:**
Click the “Main Menu” button from https://www.missouriwestern.edu.

**Alternative to Step 1:**
As an alternative, click the link below or type the address in the address/URL bar and skip to step 5.

https://www.missouriwestern.edu/careerdevelopment/

**Step 2:**
Click the “A-Z Index” button from the Quicklinks dropdown menu.

**Step 3:**
Click the “C” below the A-Z Index.
Step 4:  
Click the “Career Development” button. This will take you to the Career Development home page.

- Calendar of Events  
- Campus Dining  
- Campus Directory  
- Campus Printing & Design Services  
- Campus Tour  
- Career Development  
- Catalog

Step 5:  
Click the “Students & Alumni” button on the left side of the page.

Step 6:  
Click the “GriffonLink (Student Employment Job Board)” button.
**Step 7:**
Click the “Click here to register!” button in order to sign up located at https://www.myinterfase.com/missouriwestern/student.

**Step 8:**
Complete all of the required information for your profile, then clicking the “Register” button.

**Step 9:**
Click the “Submit Profile” button.

*Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval.*

*By clicking the Submit Profile button, you are giving the university permission to release your information and resume to potential employers.*
Step 10:
Click the “Join LinkedIn” to create a new or use an existing LinkedIn account that can be attached to your GriffonLink profile. (Optional)

Step 11:
Click the “Done” button at the button of the GriffonLink page. This will take you to your GriffonLink profile page.

Once on your GriffonLink profile page, you will receive a message that says, “Attention! Your account is currently under review. You will not have full access to the system until an administrator approves your account.”

You will be able to view job postings, but you will not be able to apply for jobs until the MWSU Office of Student Employment approves your profile. In order to get your profile approved, you must add a resume to “My Documents” on your GriffonLink profile.