MICANETWORK REGISTRATION FOR ALUMNI

If you Graduated in 2012 or Later
A MICANetwork account was established for you as a student. **You do not need to create a new account.** Your user name is your MICA email address, and you can click on “forgot password” if you do not know your password, or contact Career Development to have your password reset.

Graduates Prior to 2012
Have you set up an account in the past but forgot how to log in? Follow the prompts to reset your password. If you are new to the system, follow the instructions below to self register with MICANetwork.

1. Go to www.MICAnetwork.com

2. Click on “Alumni Sign-In”

3. Graduates of 2012 or later/if you forgot your log in info, click on “Forgot your password?” to reset your password and confirm your user name

3. Graduates prior to 2012 - to register for the first time, click “Click here to register”
Fill Out Your Profile Information

4. Enter your personal info.

- Username must be an email address
- Include your current address and phone number
- Add your portfolio website

5. Use the drop down menus to select your demographic and education information

- Enter your graduation date
- List Achievements and/or Ethnicity, not required.
- Include minor and/or concentration if applicable

- Select the degree you received
- Click “Add/Remove” to select your major/program of study

- Email where you would like MICAnetwork communications sent

Select majors:
- Animation
- Architectural Design
- Art Education (MAED)
- Art Education (MAT)
- Art History Theory & Criticism
- Ceramics
- Community Arts
- Critical Studies (MA)
- Curatorial Practice
- Design Leadership (MBA/MA)
- Drawing
- Environmental Design
- Fiber
- Film & Video
- General Fine Arts
- Art History
- Creative Writing
- Critical Theory
- Culture & Politics
- Gender Studies
- Liberal Arts
- Literary Studies
Fill Out Your Profile Information

6. Select your professional skills from the drop down menus in each category.

**Skills**

This section captures information that helps employers and advisors match job candidates to job postings.

To make selections, click the desired option in the Available field and click the right arrow to move it to Selected. To remove selections, click the undesired option in the Selections field and click the left arrow to move it back to Available.

Once you have completed making changes click **Save** at the bottom.

**NOTE:** For fields that allow multiple selections, use **CTRL** to select more than one.

**Computer Skills:**

**Additional Skills:**

**Language Skills:**

**Art & Design Skills:**

7. Indicate what types of opportunities you are interested in, as well as your preferred fields of interest.

**Additional Information**

Please enter any additional information. All fields marked with an * are required.

**Allow Employer Viewing** determines if your profile and resume will be directly available to employers. Select **YES** to allow employers to search and view your profile. Select **NO** to only allow employers to view your profile if they have specific access to view your profile.

Once you have completed filling out this profile click **Register**.

**NOTE:** For fields that allow multiple selections, use **CTRL** to select more than one.

* Interested In (select all that apply):
  - Exhibition Opportunity
  - Job Preference:

* Allow Employer to View My Resume:  
  - Yes
  - No

8. When your profile is complete, click **Register** to save your new profile.

Would you like employers to seek you out for opportunities? Click “yes” and allow them to view your posted resume.
If you attended MICA under a different name than your current one, please contact careerdevelopment@mica.edu with your former name to expedite the approval process.

9. Review the terms below and click "Submit Profile" to continue.

Congratulations! Your MICAnetwork profile is now complete!

Click the "Submit Profile" button below to verify your Release of Information and to begin using your account.

- By clicking the "Submit Profile" button and selecting "Yes" to employer viewing, on the previous screen, you are authorizing the Career Development staff at the Maryland Institute College of Art to release your profile information and resume to prospective employers.
- If you selected "No" to employer viewing on the previous screen, Career Development will not release your information to prospective employers. This means that your resume and information will not be forwarded to employers when they are requesting resumes of potential job candidates.
- By submitting your profile:
  - You agree that you have verified all contact and academic information and made appropriate changes, and that all information is truthful to the best of your knowledge.
  - You agree that you have read and understand MICA Career Development Privacy Policy and Terms of Use.

Please note that you can obtain a copy of the information which employers can view on your profile by clicking the "Print Profile" button at the top of your profile.

10. At this point, your access to MICAnetwork will be limited until Career Development confirms your alumni status. You will receive an email confirming the approval within 1-2 business days.

If you attended MICA under a different name than your current one, please contact careerdevelopment@mica.edu with your former name to expedite the approval process.

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**DISCLAIMER:** MICAnetwork has been made available to allow the public and students/alumni to communicate directly with each other about internships, employment, freelance work, and a variety of other opportunities. The opportunities posted on this site are provided by the employers/organizations seeking assistance, not by MICA, and they should not be viewed as an endorsement by MICA. Parties interested in establishing a relationship should evaluate each other and the proposed terms to their own satisfaction before making any commitments.

**INTERNSHIP DISCLAIMER:** Although there are many internship positions posted on this site, not all experience categorized as an "internship" in the MICAnetwork system qualify for credit from MICAnetwork. Internships must first be evaluated by the Career Development Office to determine if an experience qualifies. If you would like to see if an experience qualifies for credit, contact the Career Development Office, careerdevelopment@mica.edu or 410-225-2420.