

Creating a Purple Briefcase Account

There has been a bit of confusion concerning setting up an account on [Purple Briefcase](#), So let us simplify it a little.

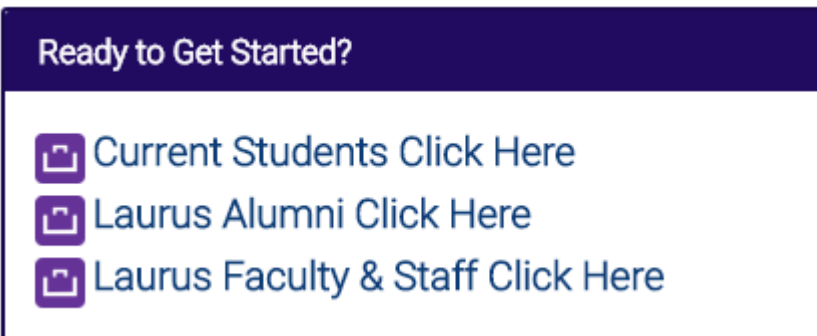
First, go to the **Laurus College Website**.

<http://www.lauruscollege.edu/>




From the Home Page menu, click on **Career Toolbox**.

Right under the picture of business people, you will see a [purple box with Purple Briefcase](#) written on it, **click on that box**.

On the next page, scroll down until you see



Ready to Get Started?

-  Current Students Click Here
-  Laurus Alumni Click Here
-  Laurus Faculty & Staff Click Here

Click on **Current Students Click Here**, you will then see the **Welcome page**, scroll down until you see this area,

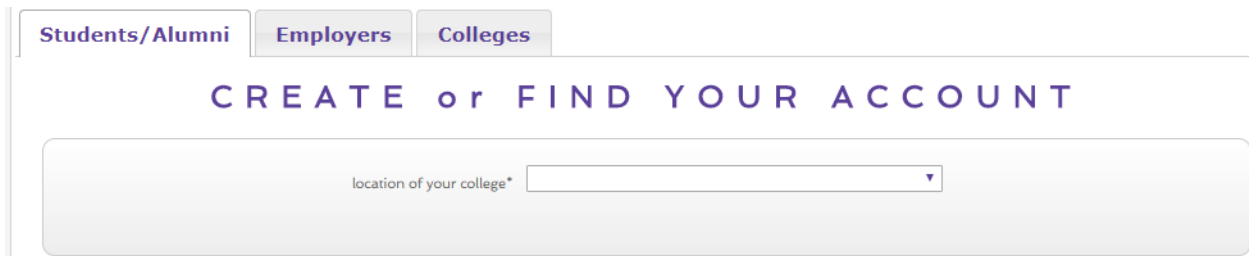
We invite you to CREATE A NEW ACCOUNT by clicking the button below that best describes you.



Students Alumni Employer Faculty

Click on the Tab that best describes you, for most of you that will be the **“Students”** tab.

You will then be directed to this page, where you will use the scroll down arrow to find **“California”**.



Students/Alumni Employers Colleges

CREATE or FIND YOUR ACCOUNT

location of your college*

You will automatically be taken to this screen.

CREATE or FIND YOUR ACCOUNT

location of your college*

college*

Where you will use the lower scroll down arrow to find "Laurus College". Then you will be taken to this screen, where you will fill in the requested information. Be sure to use **ONLY** your Laurus College email address.

CREATE or FIND YOUR ACCOUNT

location of your college*

college*

YOUR INFORMATION

I am a/an

first name*

last name*

school email*

Now, click the **Find Me Tab**.

Here is where we run into some confusion.

DO NOT PRESS **"Try To Find Me Again"**, Instead press **"Create Pending Account"**

All student information has to be downloaded into the Purple Briefcase Database. Some new student information is not in the system and because of new procedures; **ALL NEW** Accounts must be approved.

So click on **"Create Pending Account"**.

CREATE or FIND YOUR ACCOUNT

location of your college*

college*

YOUR INFORMATION

I am a/an

first name*

last name*

school email*

TRY TO FIND ME AGAIN

Our records show that we cannot find an account associated with the entered email address. Please try again.

- OR -

CREATE PENDING ACCOUNT

create a New PENDING account

New accounts will be in a pending status until an admin from your University or College reviews this account and grants you access to the system.

Now that we have passed that hurdle, it's on to the last one. You will now see the page below.

You will need to;

- Verify your **Laurus College** email address
- Your Student ID, **WHICH YOU DON'T HAVE**, so just put in **0000**
- Create a Password, verify your password
- Scroll down to the year you graduate
- Scroll down to your program
- Find your campus location, if in doubt use **CENTRAL COAST**
- Check off, that you have read and accept the terms
- Type in the Robot Question
- **SUBMIT** your application

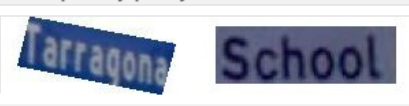

CREATE or FIND YOUR ACCOUNT

location of your college* **California** ▼
college* **Laurus College** ▼

YOUR INFORMATION

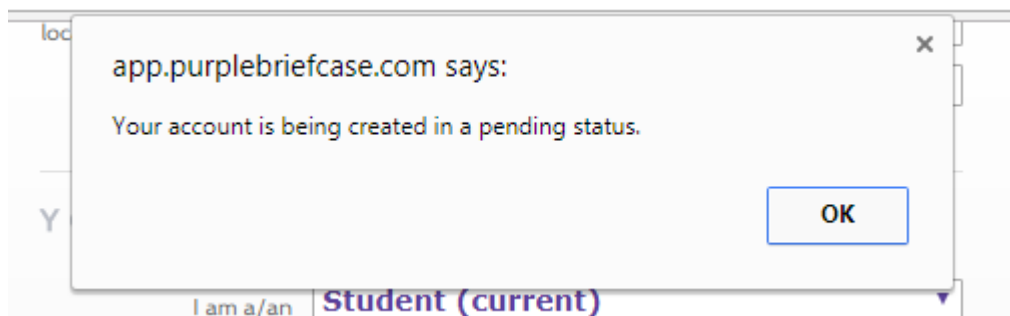
I am a/an **Student (current)** ▼
first name* **Joseph**
last name* **College**
school email* **joseph.college@lauruscollege.edu**
verify school email* **joseph.college@lauruscollege.edu**
student ID* **0000**
password* ●●●●●●
verify password* ●●●●●●
I graduate in **2019** ▼
My major is **Professional Business Systems (Assoc** ▼
My Campus Location* **Central Coast** ▼

I have read and accept the terms outlined in the [terms of service](#) and [privacy policy](#)

Are you a robot?   [Privacy & Terms](#)

SUBMIT

You will then see this prompt.



At which point, it will be sent to Career Services for approval. If you have created an account, but have not had it activated, please contact us at. careerservices@lauruscollege.edu