

# Careershift Migration Kit

Spring 2026

careershift  
careershift

# Table of Contents

1 Overview and next steps

2 Opportunities to update your Careershift Instance

3 Supporting your users

4 Marketing assets and Resources

# Overview

## Review your instance

Take a look at the questions we've outlined and optionally let us know what you'd like to change

## Support your users

We'll alert your users the day of migration and we've outlined some additional options for you to review

## Schedule your training

Schedule a training using the link provided so everyone on your team feels supported

# Review your instance

Please find a short list of items we suggest you do prior to Migration. You can also do these things post-migration, as nothing will inhibit user experience or otherwise impact the process. If you have any questions, our team is standing by to answer them! Use [this form](#) to confirm copy and provide updates, if applicable.

- Confirm copy for your landing page and review your banner and logo files
- Review website(s) and documents that link to Careershift and update
- Review the Resources section of Careershift and update what's available for users

# Confirm Landing Page Copy

The new landing page is simpler and cleaner, keeping in line with the direction of a more modern UX for your users.

We've provided default landing page copy that will be present when your instance is migrated over. If you'd like to use your own, you can do so by letting us know in [the form](#) (also linked on slide 4!) but please keep in mind that there is a 250 character limit. We will ask you to confirm your email address in the form!

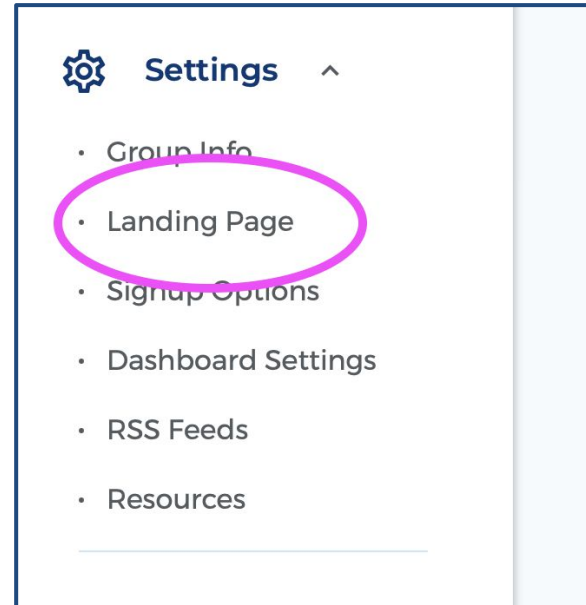
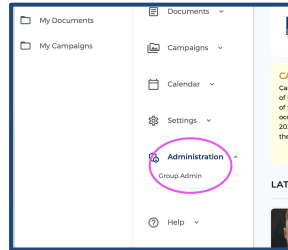
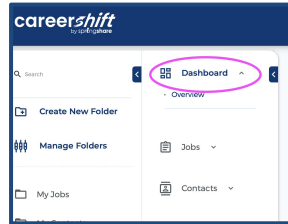
Here is the the default copy we'll provide:

*Research the job market more effectively, navigate career opportunities more confidently, and network more strategically with CareerShift. Please feel free to reach out to us at [careercenter@school.edu](mailto:careercenter@school.edu) if you need assistance.*

# How to Review Your Banner & Logo Files

You must be a Group Admin to review your landing page settings

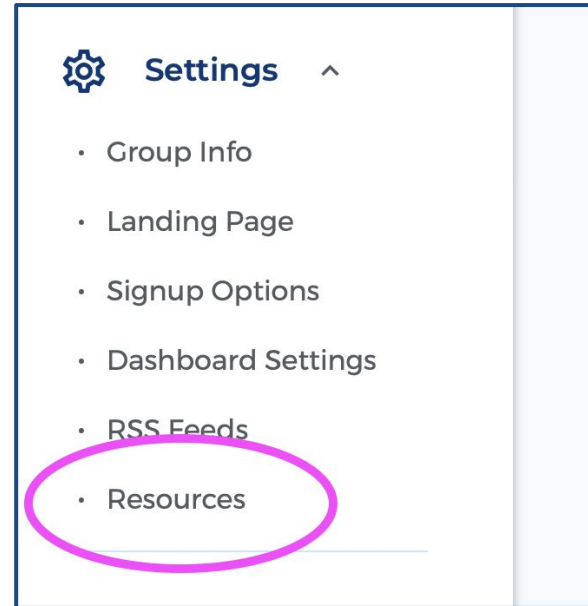
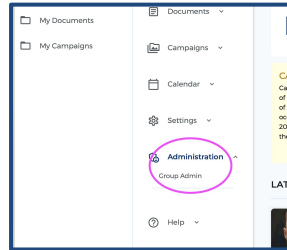
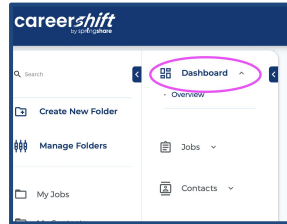
1. Login to Careershift
2. From your Dashboard, scroll down to Administration
3. Select Group Admin
4. Click Settings, then access your Landing page
5. Review your banner and logo files and let us know if you want to update them, using [the form](#)



# How to Review Your Resources

You must be a Group Admin to review your resources

1. Login to Careershift
2. From your Dashboard, scroll down to Administration
3. Select Group Admin
4. Click Settings, then access your Resources
5. Review your Resources and let us know if you want to update them, using [the form](#)



# Supporting your users thru migration

We'll put a banner up on the day your migration is taking place, letting your users know that the instance will be down for the day. We've included some additional thoughts and options to support your users below!

- Link to your branded landing page instead of the main [careershift.com](https://careershift.com) website
- Post a system-wide message, letting them know the tool will be offline for the day
- Optionally use the copy on the next slide for the system-wide message

# Optional copy

Careershift will be offline for maintenance on [YOUR MIGRATION DATE]. When you log in afterwards, you will see an enhanced job search experience. Please feel free to reach out to us with any questions:

[\[careercenter@school.edu\]](mailto:careercenter@school.edu)

# Schedule Your Training

This summer is the perfect opportunity to ensure your team knows how to leverage Careershift!

Schedule a training session by clicking [here!](#)

# Additional Resources

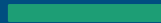
Be sure to checkout the other resources on this page!

- Platform Tour Deck
- Marketing Kit: logos, flyers, images, and copy that can be used in newsletters and social media posts

We'll keep you updated as we continue to build out this page over the summer.

# Thank you!

Reach out to [support@careershift.com](mailto:support@careershift.com) with questions!



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