

# Continued access to the Careers and Employment Service website for new graduates

Once you've completed your course, you need to **set up your new password and manage your own graduate account** for continued access to the Careers website - [www.derby.ac.uk/ces](http://www.derby.ac.uk/ces)

Log in as a

Current student or staff

Graduate

Go to

[www.derby.ac.uk/ces](http://www.derby.ac.uk/ces)

and on the login click on "Graduate" ....

Log in with your Careers login

x

Username

Password

Login

Reset your Password

...and then "Reset your password?"

Need to Reset your Password? Don't worry, we can help.

x

You can recover your **Careers login** password using the form below.

Careers and Employment Service Username or Student Number

Email

The address must be one of the addresses registered with Careers and Employment Service

Send password reset email

Enter your Student Number and either your **Derby Unimail email address** or a **personal address** previously given to the University. Then click on "Send password reset email"

You'll then receive an email to your **personal email address** previously given to the University, with a link to set up your new password.

If you don't receive the email within a few minutes, please check your junk email boxes.

[Forgotten your details or don't have access to your email address?](#)

If you have any problems, please go to [www.derby.ac.uk/careers/lost-account](http://www.derby.ac.uk/careers/lost-account) and submit a login request to regain access to your account.

**Privacy notice**

The information that you supply will be held and processed in line with the Data Protection Act 2018 and GDPR.

Information will be used by the University of Derby (as Data Controller) to maintain your access to the Career and Employment Service website and services as a graduate of the University.

We retain this data for three years after you complete your course, in line with our three years of continued graduate support, and after such time it will be securely destroyed.

You can request to withdraw your submission and access to the Career and Employment Service website and services at any time by contacting [careers@derby.ac.uk](mailto:careers@derby.ac.uk)

Our Data Protection Officer (DPO) is James Eaglesfield on (01332) 591762. Our Deputy DPO is Helen Rishworth on (01332) 591954. Alternatively you can email [gdpr@derby.ac.uk](mailto:gdpr@derby.ac.uk). Further information on how we handle your information be found at [www.derby.ac.uk/its/datagov/privnotice/](http://www.derby.ac.uk/its/datagov/privnotice/)