Career Coach
Quick start guide
For IT Admins

Career Coach is a Microsoft Teams for Education app powered by LinkedIn that higher education institutions can offer their students to get personalized guidance to navigate their career journey.

Using the app, students can discover their career path, grow real-world skills, and build their network. This guide gives best practices to customize the app to your educational institution and enable and manage it for students.
Before you start

How to roll out Career Coach

You’ll work with a planning team to gather what’s required to customize the experience to your educational institution’s branding, courses, events, and more.

This enables Career Coach to integrate seamlessly with your campus career and student services and lets students get guidance that’s just for them when they use the app.

Requirements from your educational institution:

• Educational institution logo (thumbnail icon).
• Course and field of study offerings in CSV format.
• Educational institution LinkedIn Page URL.
• URLs for the career services office and career-related advising, programs, events, and student groups.
• LinkedIn Learning campus subscription (optional).

Technical requirements

• Office 365 tenant with Azure Active Directory.
• Microsoft Teams.
• LinkedIn account connections in Azure Active Directory.
Customize the app

Set branding and preferences

Add your educational institution’s name and logo and choose your preferences.

1. Open the [Microsoft Teams admin center](#). Choose Teams app > Manage apps.


3. Insert your educational institution’s name, upload the logo, and add your privacy policy.

   **Tip:** We recommend you include your privacy policy for transparency.

4. Select Apply.
Customize the app

Connect to LinkedIn

Allow the app to access LinkedIn data so students can view alumni insights and alumni profiles in the app.

**Note:** Alumni can manage privacy in their LinkedIn privacy settings.

1. In the Azure Active Directory admin center turn on LinkedIn account connections.

2. Go to the Microsoft Teams admin center. Select Teams apps > Manage apps > Career Coach > LinkedIn connection.

3. Enter your educational institution's LinkedIn Page URL.

4. Select Apply.

**Note:** Share the verification URL with your Super Admin for LinkedIn.
Customize the app

Create the Course Catalog

Format a complete list of course offerings to create the Course Catalog. The app draws from the Course Catalog to identify a student’s skills from their transcript and to suggest courses to take at your educational institution.

1. Go to the [Microsoft Teams admin center](#), select Teams apps > Manage apps > Career Coach > Settings > Course Catalog.

2. Upload courses in CSV format.

3. Add the course title, ID, and description.

4. Select **Apply**.

**Note:** Course descriptions must be written and formatted properly for the app to recognize skills from a student’s transcript.
Customize the app

Upload fields of study

Add available fields of study. This lets students discover fields of study that may interest them and add their area of focus to their profile.

1. Go to the **Microsoft Teams admin center**. Select **Teams apps > Manage apps > Career Coach > Settings > Fields of study**.

2. Under **Upload catalog document**, add the **Field of study** document in CSV format.

3. Select **Apply**.

**Tip:** The title for each field of study should be listed in a single column.
Customize the app

Add career and student services

Create links to the career services office and career-related events, clubs, organizations, and experiences. These appear on the app Dashboard.


2. Add each URL, a title, and short description.

3. Select **Apply**.

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student jobs</td>
<td><a href="https://example.com">https://example.com</a></td>
</tr>
<tr>
<td>Teacher assistant positions</td>
<td><a href="https://example.com">https://example.com</a></td>
</tr>
<tr>
<td>Job search</td>
<td><a href="https://jobs.example.com">https://jobs.example.com</a></td>
</tr>
</tbody>
</table>
Customize the app

Enable the app

After you complete customization, you’ll be able to enable the apps for students and licensed users.

**Note:** You must have Global or Teams admin role permissions.


2. Move the **Status** toggle to **Allowed**.

**Note:** Allowed means that the app is available for users in your organization. Blocked means that the app isn’t available for users in your organization.
Customize the app

Pin to Teams

Open the Microsoft Teams admin center and sign in to the Global admin account.

1. Go to the **Microsoft Teams admin center**. Select **Teams apps** > **Setup policies** > **Specific policy**.

2. Under **Pinned apps** choose **Add apps**. Search for **Career Coach**. Select **Add**.

3. Choose the order for the app to appear and select **Save**.

4. Student will be notified in Microsoft Teams that Career Coach has been pinned.
Manage Career Coach

Update

There are two things you’ll update regularly to ensure the app experience provides accurate and current guidance. Create a schedule with your planning team to determine the best cadence for making updates and decide how you will get what you need to make them.

1. The Course Catalog (Recommended each term).

2. The Field of Study list (Recommended each term).

2. URLs for career programs and events.
Manage Career Coach

Troubleshoot

We’ve gathered some resources and organized them by topic to help you quickly find solutions to known issues. If you need additional help, email us.

Microsoft Teams
- Setting up and managing Teams
- Security and compliance
- Managing apps

LinkedIn
- LinkedIn Page Admin Roles
- Privacy settings

Privacy
- For IT professionals: Privacy and security in Microsoft Teams
- Security guide for Microsoft Teams
- Compliance and regulatory standards
- Retention policies