Before you get started, set up your CU Careers account the way you like it.

The following guide will help you get your CU Careers account ready to start working on your requisitions.

**Step-by-Step: Candidate folders**

**Groups audience:**
HCM Community

**Right Sidebar:**
HCM: Resources Key
HCM: Recruit and Hire help
HCM: Feedback
HCM: Document Library
HCM: Submit a Ticket

**Source URL:** [https://www.cu.edu/hcm-community/personalize-your-cu-careers-account](https://www.cu.edu/hcm-community/personalize-your-cu-careers-account)

**Links**
[1] [https://www.cu.edu/hcm-community/personalize-your-cu-careers-account](https://www.cu.edu/hcm-community/personalize-your-cu-careers-account)
[2] [https://www.cu.edu/docs/sbs-creating-candidate-folders](https://www.cu.edu/docs/sbs-creating-candidate-folders)