Register for UIS-Success/CareerConnect

1. Go to www.uis.edu/careerservices and locate the UIS-Success/UIS CareerConnect link on the front page.

2. Click on the link for: I am an Employer or Contact for the Professional Network.

3. UIS departments should register using the Register button.

4. You will now be asked to enter information about your department. The items described below are required fields and must be filled in. The remaining fields are helpful, but not necessary.
   a. For industry, choose Education/Higher Education.
   b. For organization, enter University of Illinois at Springfield.
   c. Under Interested Activities, select Job Postings.
   d. Enter your Full Name.
   e. Under Department/Division enter your department name. This is required for all UIS departments. Please be sure to add this information to prevent delays in your account validation.
   f. Email address: use your departmental email address, or the address for the person who will be the main contact regarding student employment within your department.
   g. Phone number would be helpful, but is not required.
   h. Enter your street, city, state, and zip code as the standard UIS main address.

5. Click the Submit button at the bottom of your screen.

6. You will see a message thanking you for your interest. Our staff members will be notified of your registration. Once our staff members verify your registration, you will receive an email with your username and password for the system.

7. Once you receive your username and password, you can login, post a position and begin accepting applications.