CREATE YOUR ACCOUNT

1. Go to Career Development Center’s web page @ https://www.uis.edu/career
2. Select Student drop-down in center of web page, then click on Career Toolbox tab
3. Under Career Toolbox tab, select SkillsFirst link (You may need to scroll down to see it.) It looks like this:

![SkillsFirst Link](image)

4. First Time Users: choose Students/Alumni click here to join." Follow instructions
5. Congratulations! You have an SkillsFirst account!

Tip: Your username will always be your full UIS email address. If you forget your password, you can have it emailed to you at any time.

ESTABLISHED ACCOUNT USERS:

1. Login to SkillsFirst
2. Enter your full UIS email address and unique password

OptimalResume Users: Sign in with your current OptimalResume email and password and your resumes and letters will automatically be imported to SkillsFirst.

Helpful Resources:

- Learn more about SkillsFirst here: https://www.uis.edu/career/student-employment/career-toolbox#optimalresume
- Use our Career Suite Drop-In/Call-In Hours: https://www.uis.edu/career/student-employment/services/career-suite-drop-incall-hours