Career Connect, Appointments & Events Quick Guide

How to access UIS CareerConnect powered by Handshake?
- Go to the Career Development Center homepage at uis.edu/career
- Scroll down and click on 'Login to CareerConnect here'

Logging in
- Click on 'UIS student/employee login'
- Sign in using your UIS.edu email address
- If logging in for the first time, click 'No account? Sign up here' in the upper right corner and follow the sign up instructions

How to sign up for a Career Development Center Event?
- Login to UIS CareerConnect
- Click on 'Events' in the dark blue in upper left hand corner
- Browse through events
- You can narrow results using the filters, including narrowing to medium (in-person or virtual) or employer
- When interested in attending an event, click on the event then click 'Register' and complete the registration form
- You will receive an email confirmation in your UIS email once registered

How to make an Appointment with a Career Counselor?
- Login to UIS CareerConnect (password required)
- Select 'Career Center' in the upper-right corner of your screen or below the banner image on your homepage
- Select 'Appointments' from your Career Center's page, located below UIS name
- Select the 'Schedule a New Appointment button'
- Choose the 'Career Development Center' and then select an appointment type
- Select the date to display the available times, then click on a time that works for you from the list that appears under the date
- Choose an appointment medium (i.e. in person, Zoom, phone call, etc.)
- Type a message of what you want help with
- Choose 'Request' button to submit an appointment
- Look for an email confirming your appointment in your UIS email

For more info: https://www.uis.edu/career/careerconnect

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