CREATE YOUR ACCOUNT

1. Go to Career Development Center’s web page @ [https://www.uis.edu/career](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.)

   ![SkillsFirst 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.

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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](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-in-call-hours](https://www.uis.edu/career/student-employment/services/career-suite-drop-in-call-hours)