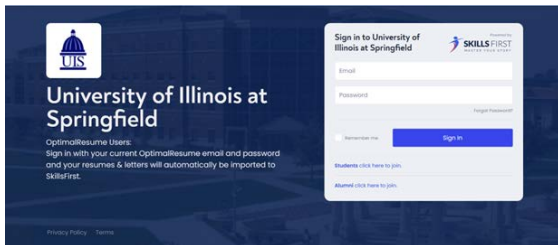


CREATE YOUR ACCOUNT

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:**



4. **First Time Users:** choose [Students/Alumni click here to join.](#) Follow instructions
5. Congratulations! You have an Skills First 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 [Skills First](#)
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 Skills First 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>