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 OptimalResume/Skills First 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 OptimalResume/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 OptimalResume/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 OptimalResume/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-in-call-hours