How to log into UIS CareerConnect?
- Go to the Career Development Center homepage at uis.edu/career
- Select the Student Login link located on the right side of page under ‘CareerConnect’
- Click on ‘instructions’ & then ‘Go to this webpage’

Logging in
- Enter your username (your email address without ‘@uis.edu’)
- Hit ‘Go’ after putting in your username
- A link will then be sent to your UIS webmail
- Click on the link in your e-mail & create a new password
- If first time, click on Register & fill in appropriate fields

How to make an Appointment with a Career Counselor?
- Login to UIS CareerConnect
- Under the Home Tab, Locate Shortcuts Menu- right side of screen
- Select – Schedule an Appointment with My Career Counselor; Then click on Check Availability
- Choose date & time; select type and appointment method (in person, online, or by phone). Then hit Submit Request.
- Look for email confirming appointment; Email documents to careerservices@uis.edu or to your career counselor.

How to sign up for a Career Development Center Event?
- Login to UIS CareerConnect
- Click on the ‘Events’ tab in dark blue at the upper right corner
- Browse through Events, when interested in attending one, click on RSVP
- For participating at a distance, look for an ‘Online Participant’ option & follow instructions

For more info: http://www.uis.edu/career/students/careerconnect/