



Career Connect, Appointments & Events Quick Guide

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
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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.
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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/>