CREATE YOUR ACCOUNT

1. Go to Career Development Center’s Webpage @
   www.uis.edu/career

2. Select Login for Students (Find Jobs & Internships)
   ▪ If first time user, click on “Go to this webpage” and follow instructions.

3. Under Online Toolbox tab, on the right side, select OptimalResume “Create Account.” (You may need to scroll down to see it.)
   It looks like this:
   ![Create Account](https://www.optimalresume.com)

4. Enter your entire UIS email address

5. Create User Profile by filling out the fields that have a red asterisk.

6. Make sure you check off the Terms & Conditions at the bottom and click ‘Create Profile’

7. Congratulations! You have an OptimalResume 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.

ACCESSING YOUR OPTIMALRESUME ACCOUNT LATER:

1. Login to UIS CareerConnect

2. Under Home tab, click on OptimalResume Login:
   ![Login](https://www.optimalresume.com)

Helpful Resources:

- Learn more about OptimalResume here: www.uis.edu/career/onlinetoolbox/optimalresume/
- Use our Career Suite Drop-In/Call-In Hours: www.uis.edu/career/students/services/career-suite-drop-in-call-in-hours/