

## CREATE YOUR ACCOUNT

1. Go to Career Development Center's Webpage @ [www.uis.edu/career](http://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:



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:



### Helpful Resources:

- Learn more about OptimalResume here: [www.uis.edu/career/onlinetoolbox/optimalresume/](http://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/](http://www.uis.edu/career/students/services/career-suite-drop-in-call-in-hours/)