

## Register for UIS CareerConnect

1. Go to [www.uis.edu/careerservices](http://www.uis.edu/careerservices) and locate the **UIS CareerConnect Employer Login** button on the front page.
2. UIS departments should register using the **Register** button.

Sign in | Forgot my password | Register | Register And Post Local Job | Register And Post Job At Multiple Schools (fee required) | Help

Did you forget your username? It should be your e-mail address...if not, contact the Career Development Center at 217/206-6508 or careerservices@uis.edu for help!

Accessible Mode: Off | NACElink NETWORK | software by Symplicity

**log-in**  
Please enter your username and password.  
Username:  (your email address)  
Password:   
Go | Reset | Need Password

**register**  
Register for a new account  
Register | Register And Post Local Job | Register And Post A NACElink Multi-School Job (Fee Required)

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. NACElink Privacy Policy | NACElink User Agreement

3. You will now be asked to enter information about your department. The items described below are **required fields** and must be filled in. The remaining fields are helpful, but not necessary.
  - a. For industry, choose **Education/Higher Education**.
  - b. For organization, enter **University of Illinois Springfield**.
  - c. Under **Interested Activities**, select **Job Postings**.
  - d. Enter your **Full Name**.
  - e. Under **Department/Division** enter your department name. This is required for all UIS departments. Please be sure to add this information to prevent delays in your account validation.
  - f. Email address: use your departmental email address, or the address for the person who will be the main contact regarding student employment within your department.
  - g. Phone number would be helpful, but is not required.
  - h. Enter your **street, city, state, and zip code** as the standard UIS main address.
4. Click the **Submit** button at the bottom of your screen.
5. You will see a message thanking you for your interest. Our staff members will be notified of your registration. Once our staff members verify your registration, you will receive an email with your username and password for the system.
6. Once you receive your username and password, you can login, post a position and begin accepting applications.