1. After logging in, select the **Profile** tab from the left side navigation bar.
2. Add a Professional Photo of yourself!
3. Create a Headline!
4. Complete your **Background** information.
   - Complete your desired industry under the "Preferences" section.
   - Desired industry is tied to your recommended job listing.

**CREATE YOUR PROFILE**

**UPLOAD APPLICATION MATERIALS**

1. Select the **Application Materials** tab to upload your documents.
   - NOTE: ALL APPLICATION MATERIALS MUST BE UPLOADED IN PDF FORMAT!
   - Under the Resumes header, click "+ Add New Resume" and choose a document from your computer to upload.
   - Check the box called "This is my primary resume" to feature one resume in the Employer Candidate Search module.

**SCHEDULE AN APPOINTMENT**

1. Select the **Appointments** tab on the left side navigation bar.
2. If you have worked with a Counselor in the past, you can view your **Assigned Advisor** on your profile and then schedule an appointment with that Counselor.
3. If no Assigned Advisor is listed on your profile, you may schedule an appointment with any Counselor based on availability.

**CHECK FOR OCI & JOB LISTINGS**

1. Select the **OCI** and **Job Listings** tab on the left side navigation bar.
2. **OCIs** (On-Campus Interview Schedules)
   - Employers will host interviews for full-time or internship/co-op opportunities either on-campus or virtually for SIUE students.
3. Select **Job Listings** at the top of your screen to view job listings.
4. To see OCIs or Job Listings that you have applied to, select **Applied**.
   - To sign up for your interview time, you will go to the **Applied** section.

**EVENTS**

1. Select **Events** tab on the left side navigation bar or click on an event under **Recommended Events** on your homepage.
2. Once you select the event, you can read the details of the event.
   - Click the blue **Register** button at the top right of the screen to RSVP for the event.

*You will get an email confirmation and reminders about the events you register to attend.*