



Career Connect, Appointments & Events Quick Guide

How to access UIS CareerConnect powered by Handshake?

- Go to the Career Development Center homepage at uis.edu/career
- Scroll down and click on '**Login to CareerConnect here**'

Logging in

- Click on '**UIS student/employee login**'
 - Sign in using your UIS .edu email address
 - If logging in for the **first time**, click '**No account? Sign up here**' in the upper right corner and follow the sign up instructions
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How to sign up for a Career Development Center Event?

- Login to **UIS CareerConnect**
 - Click on '**Events**' in the dark blue in upper left hand corner
 - Browse through events
 - You can narrow results using the filters, including narrowing to medium (in-person or virtual) or employer
 - When interested in attending an event, click on the event then click '**Register**' and complete the registration form
 - You will receive an email confirmation in your UIS email once registered
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How to make an Appointment with a Career Counselor?

- Login to **UIS CareerConnect** (password required)
- Select '**Career Center**' in the upper-right corner of your screen or below the banner image on your homepage
- Select '**Appointments**' from your Career Center's page, located below UIS name
- Select the '**Schedule a New Appointment button**'
- Choose the '**Career Development Center**' and then select an appointment type
- Select the date to display the available times, then click on a time that works for you from the list that appears under the date
- Choose an appointment medium (i.e. in person, Zoom, phone call, etc.)
- Type a message of what you want help with
- Choose '**Request**' button to submit an appointment
- Look for an email confirming your appointment in your UIS email

For more info: <https://www.uis.edu/career/careerconnect>

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