


# Get Started with Stout CareerLink

**With Stout CareerLink, you can:**

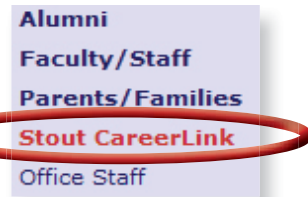
- Find a co-op or full-time job
- Search for specific types of employers
- Access a broad range of external resources
- Sign up for on-campus interviews with employers

## UNIVERSITY OF WISCONSIN- STOUT

### LOG INTO STOUT CAREERLINK

- ◇ Go to the Career Services home page at [www.uwstout.edu/careers](http://www.uwstout.edu/careers).
- ◇ Click on “Stout CareerLink” in the left-hand navigation bar (*Figure 1*).
- ◇ Click the  button.
- ◇ Enter your default username and password and click “Login.”  
Your username is your complete email address.  
Your default password is your Stout Student ID number.
  - ◇ Once you are logged in, you can change your password.  
The next section will show you how to do this.

*Figure 1*

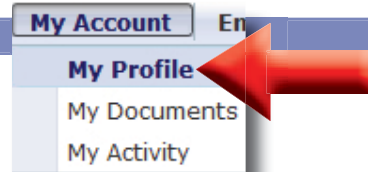


### VERIFY OR EDIT YOUR PROFILE INFORMATION

**Your account is most effective when it is *current!***

- ◇ Move your cursor over “My Account” in the top navigation bar, and then select “My Profile” (*Figure 2*).
- ◇ Carefully review your personal and demographic information.
  - ◇ You should do this periodically to keep your profile up-to-date.
- ◇ To make changes, click “Edit” in the upper righthand corner (*Figure 3*).
- ◇ Click “Save” when you are done editing your profile.

*Figure 2*



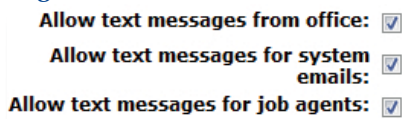
*Figure 3*



### RECEIVE TEXT MESSAGE UPDATES—It’s an easy way to stay organized!

- ◇ In the “Personal Information” section of your profile, you will see three text messaging options (*Figure 4*). To allow an option, check the box to the right of it. You can receive text messages:

*Figure 4*



- **From the office:** Receive single text messages sent directly to you from Stout Career Services office staff.
- **For system emails:** Receive text messages for Stout CareerLink events, such as reminders for upcoming interviews or workshops that you registered for.
- **For job agents:** Receive notification that you’ve been sent an email containing new job postings that may interest you. See the tutorial on The Job Vacancy List for more information about Job Agents:  
[www.uwstout.edu/careers/careerlink.shtml](http://www.uwstout.edu/careers/careerlink.shtml).

*We do not charge for using this service, but your cell phone provider might. Contact your cell phone provider if you have questions regarding your text messaging rates.*

- ◇ Click “Save” when you are done editing your profile.

*See reverse*

# Getting Started with Stout CareerLink, continued

## UPLOAD YOUR RESUME

Right now, your account is limited. **You will not be able to access the full system of resources until you upload your resume.** Once you have uploaded your resume, your file will be reviewed by Career Services and you will be given access to the full system. Please allow about 24 hours for this.

### IF YOU DON'T HAVE A RESUME:

- ◇ You can get help online with Optimal Resume. This website will take you through a step-by-step process of how to create a unique, professional, and powerful resume.
  - ◇ View the Optimal Resume tutorials here: <http://www.uwstout.edu/careers/careerlink.shtml>
- ◇ You can attend a resume writing workshop at Career Services.
  - ◇ View the workshop schedule here: <http://www.uwstout.edu/careers/workshop.shtml>
- ◇ You can schedule an appointment with a Counselor or Career Specialist at Career Services.

### IF YOU DO HAVE A RESUME:

- ◇ Move your cursor over “My Account” in the top navigation bar, and select “My Documents” from the drop-down list (*Figure 5*).
- ◇ Scroll down to the “Employment Related Categories” section, and click the “Upload File” link (*Figure 6*).

*Figure 5*



*Figure 6*

#### Employment Related Categories

Resumes - **Required**

[Upload File]

- ◇ Click the “Browse” button and search for your resume.
- ◇ Name it something appropriate and click “Upload.”
- ◇ Click “Save” to apply your new settings.

Now that you've uploaded your resume, you'll need to wait for Career Services to review it and activate your account. Once they do, you will receive an email and will have access to the full system of resources, including: Employers, Job Vacancy List, On-Campus Interviews, Career Events, External Services, and Mentor Search.

Stout CareerLink is updated periodically. This may result in changes to the above process.

If you have any questions, please contact:

## Career Services:

103 Administration Building | University of Wisconsin-Stout | Menomonie, WI 54751

7:30 a.m. - 4:30 p.m. Mon.-Fri.

715-232-1601 | 715-232-3595 (fax)

[careerservices@uwstout.edu](mailto:careerservices@uwstout.edu) | [www.uwstout.edu/careers](http://www.uwstout.edu/careers)