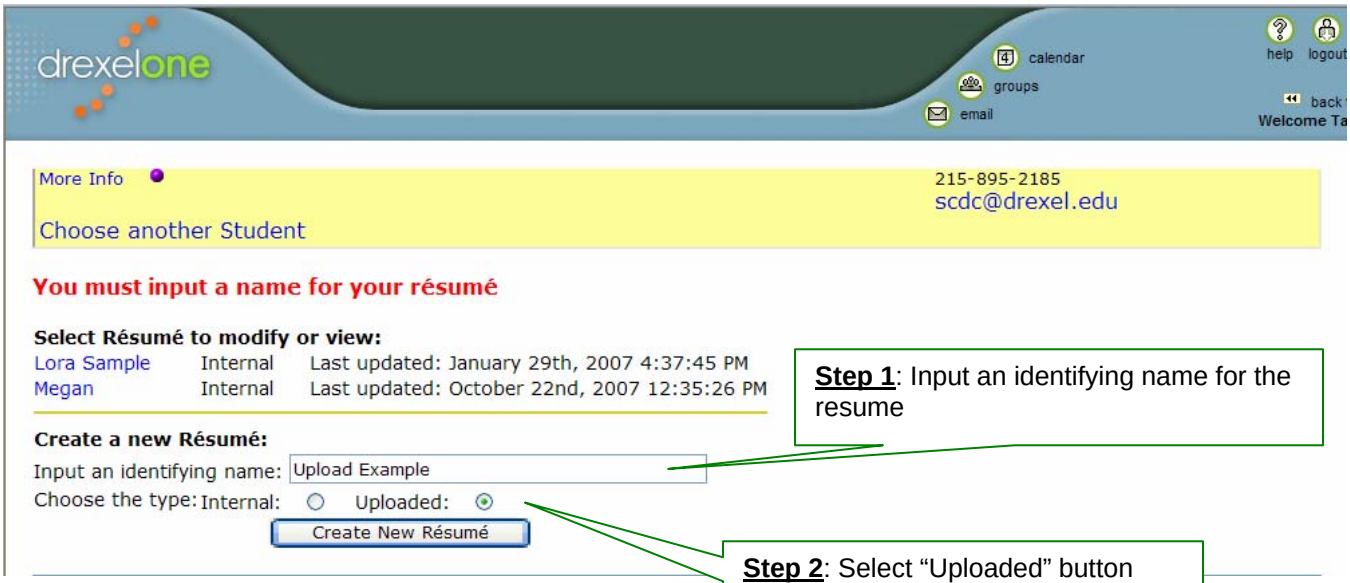
Drexel University
Steinbright Career Development Center

SCDConline: RESUME UPLOAD INSTRUCTIONS

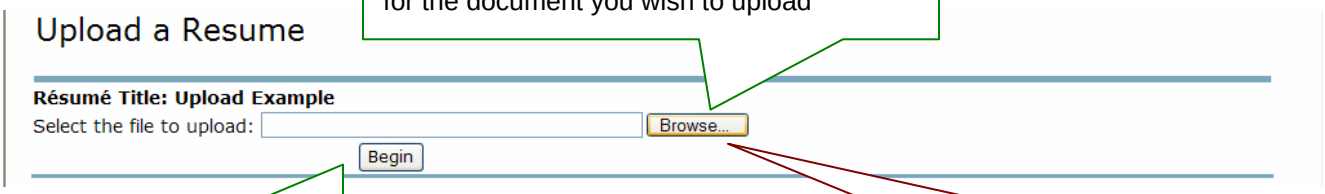
To utilize the new resume upload feature of SCDConline, you will need to log onto DrexelOne and SCDConline services as usual. Click on the Resume Development link on the SCDC services main menu and follow steps below.



Step 1: Input an identifying name for the resume

Step 2: Select "Uploaded" button and click on "Create New Resume."

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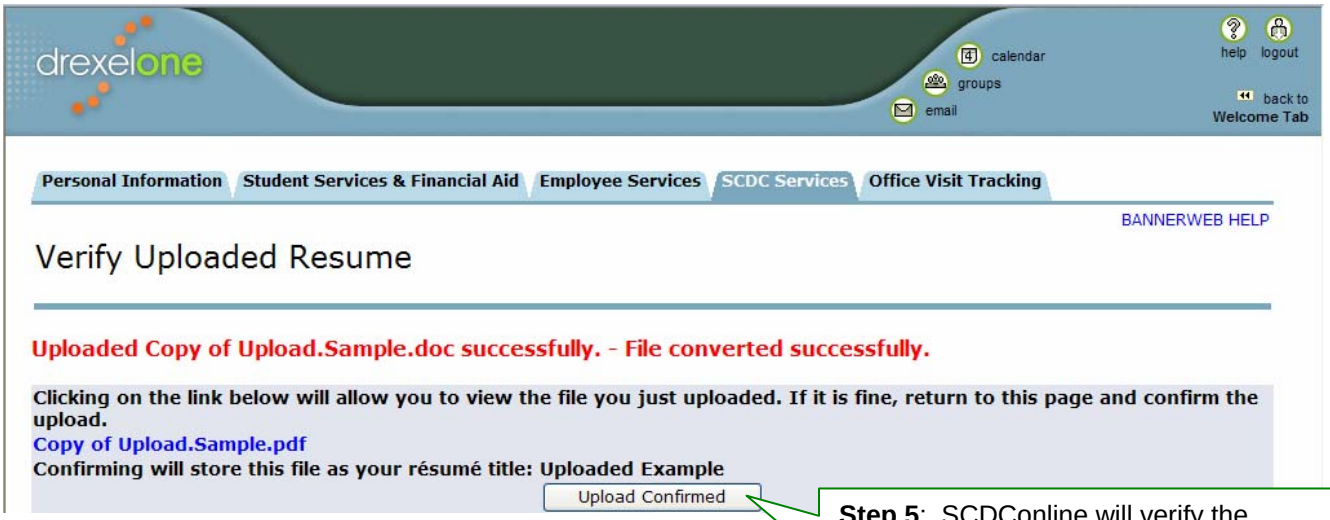


Step 3: Click the "Browse" button to search for the document you wish to upload

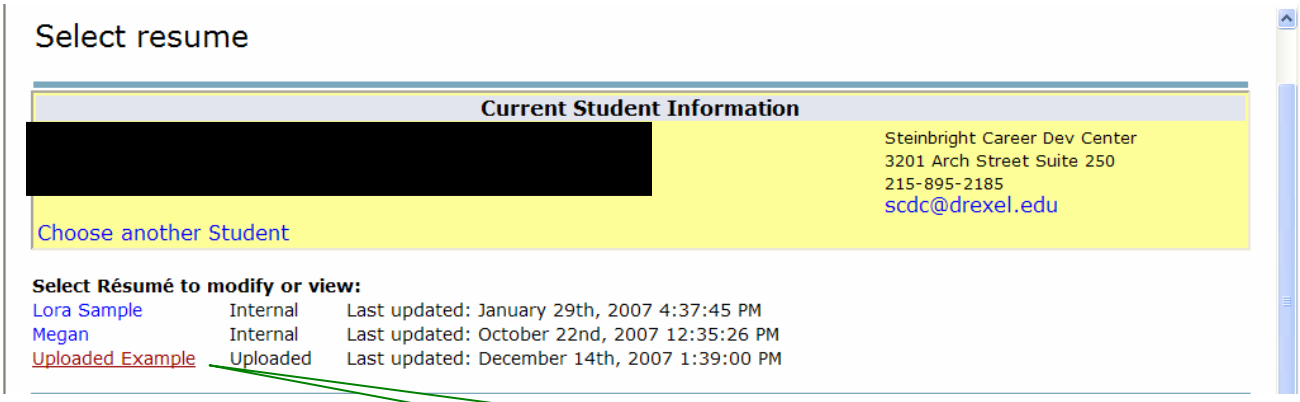
Step 4: Once you have selected the resume you wish to upload, click "Begin"

You can upload any word processing files (i.e.:MS Word, WordPerfect, OpenOffice, RTF). You cannot upload PDF documents or Adobe documents

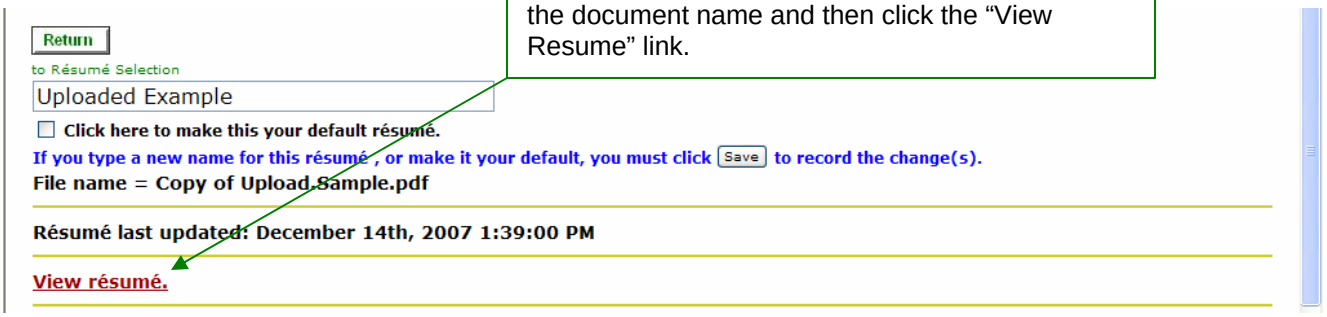
NOTE: There have been reported issues when using Internet Explorer version 6.0; if the system gives you a "Page Not Found" error, just click the go back button and try again. The resume upload function is compatible with Mac computers and Internet Explorer version 7.



Step 5: SCDConline will verify the document has been uploaded; click "Upload Confirmed" to complete the process.



Step 6: To view your uploaded resume, click on the document name and then click the "View Resume" link.



Note: when you upload a resume – it is not automatically set as your default resume. To set a default resume, you need to select the document and check the box next to the statement "Click here to make this your default resume."

Note: SCDConline will only hold up to 3 resumes at a time