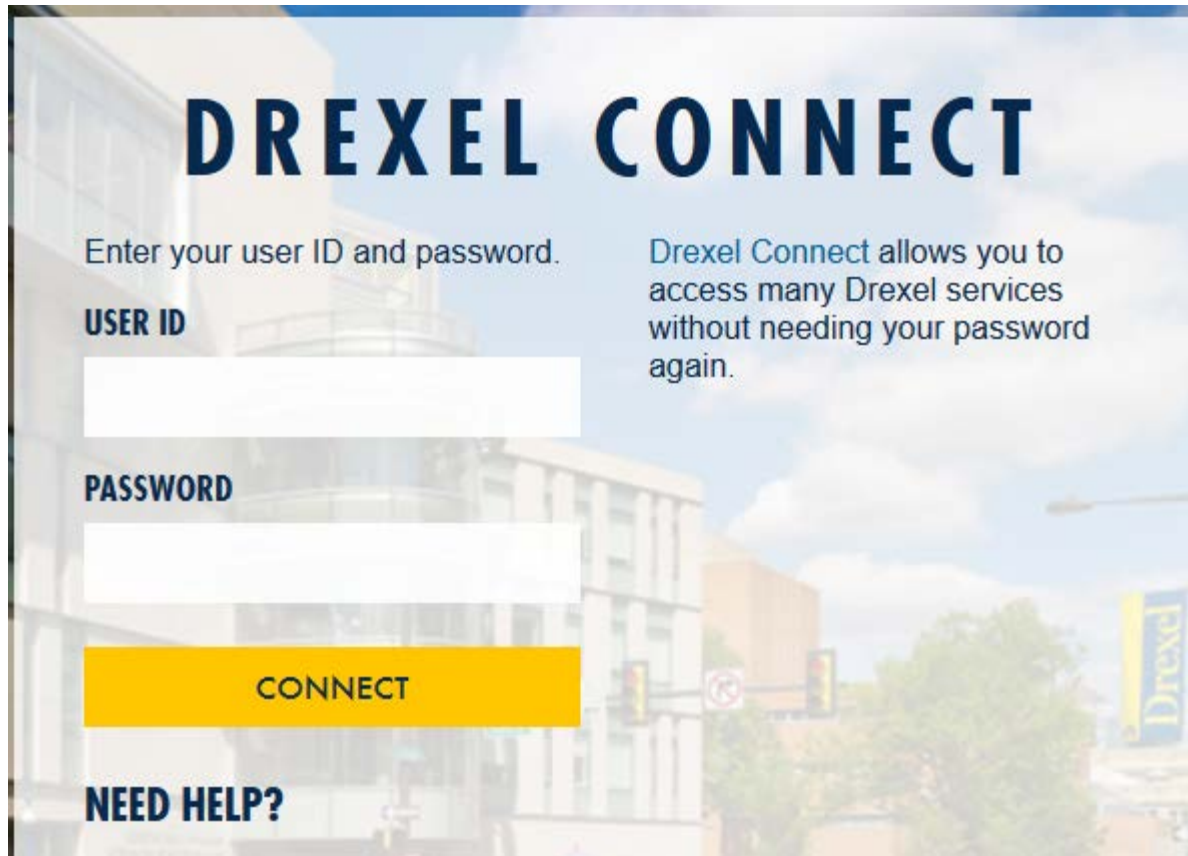


Deleting a resume in SCDCOnline



DREXEL CONNECT

Enter your user ID and password.

USER ID

PASSWORD

CONNECT

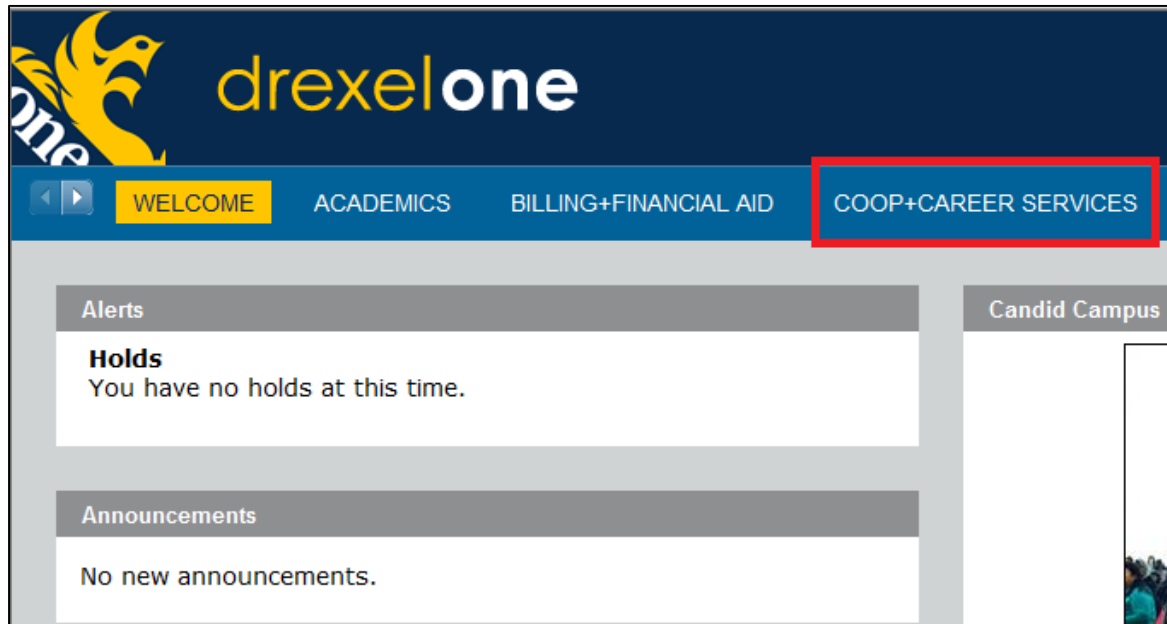
NEED HELP?

Drexel Connect allows you to access many Drexel services without needing your password again.

Step 1:
Log into DrexelOne
(one.drexel.edu).



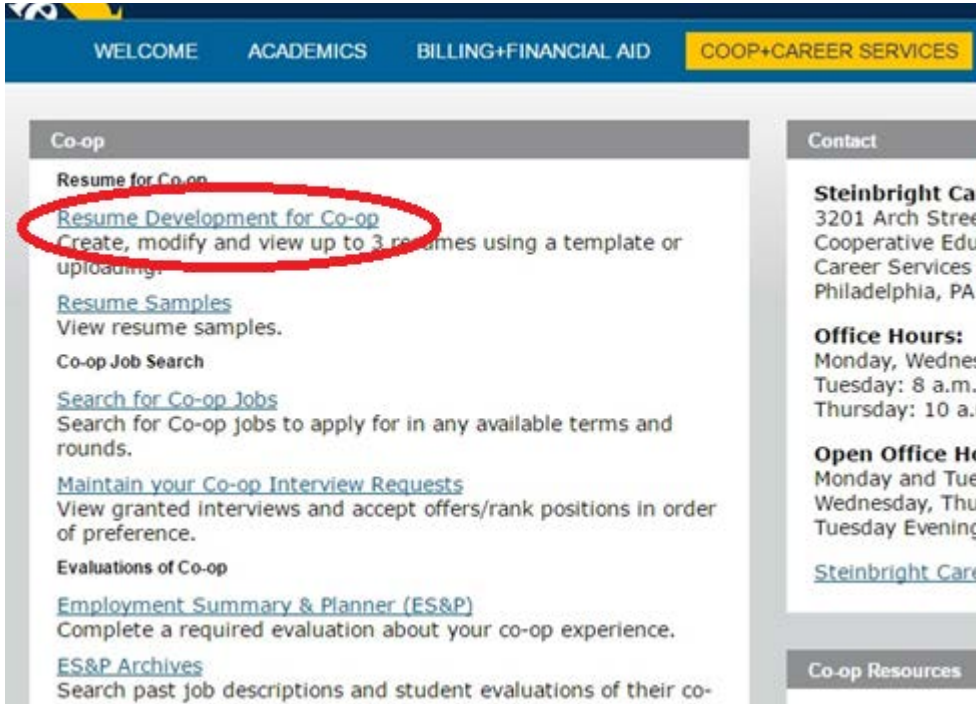
Deleting a resume in SCDCOnline



Step 2:

Click “COOP+CAREER SERVICES” in the top bar.

Deleting a resume in SCDCOnline



The screenshot shows the SCDCOnline website interface. At the top, there is a navigation bar with the following tabs: WELCOME, ACADEMICS, BILLING+FINANCIAL AID, and COOP+CAREER SERVICES (which is highlighted in yellow). Below the navigation bar, the main content area is divided into two columns. The left column is titled 'Co-op' and contains several links and text blocks. The link 'Resume Development for Co-op' is circled in red. The right column is titled 'Contact' and contains information about Steinbright Career Development Center, including its address (3201 Arch Street, Philadelphia, PA), office hours (Monday, Wednesday, Thursday: 8 a.m. to 10 a.m.; Tuesday: 8 a.m. to 10 a.m.), and open office hours (Monday and Tuesday: Tuesday Evening). At the bottom of the right column, there is a 'Co-op Resources' button.

Step 3:
Click “Resume Development for Co-op” in the Co-op Channel.



Deleting a resume in SCDCOnline

Step 4:

On this screen you can view your current active resumes. The maximum number of resumes in the system is three (3) so you will need to delete a resume before you can upload a new resume. Click on the title of the resume you wish to delete.

Select Résumé to modify or view:

New Resume	Internal	Last updated: February 15th, 2018 1:25:47 PM
External Resume	Uploaded	Last updated: June 27th, 2018 1:50:12 PM
Other Resume	Internal	Last updated: June 27th, 2018 1:52:20 PM



Deleting a resume in SCDCOnline

Step 5:

When you click into a resume a “Delete entire resume” link will be present on the bottom right of the resume.

[Return](#)
to Résumé Selection

External Resume

Click here to make this your default résumé.

If you type a new name for this résumé , or make it your default, you must click [Save](#) to record the change(s).

File name = 12345678.pdf

Résumé last updated: June 27th, 2018 1:50:12 PM

[View résumé.](#)

[Delete entire résumé.](#)

[Return](#)
to Résumé Selection

[[Resume Development for Co-op](#) | [Search for Co-op Jobs](#) | [DragonJobs](#) | [Maintain your Co-Op Interview Requests](#) | [ES&P Form Completion](#) | [Search the ES&P Archives](#) | [Your Co-op Employment Records](#)]

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Deleting a resume in SCDCOnline

The “Delete entire resume” link is not showing for me...why?

1. If you used this resume to apply for a job in the current round (for example A-round) you will not be able to delete the resume until after Optimal Pairing/A-round closes. Please check back for link then.
2. For the internal resume builder you must input your personal/address information and save before the delete button will appear.

[Return](#)
to Résumé Selection

External Resume

[Click here to make this your default résumé.](#)

If you type a new name for this résumé , or make it your default, you must click [Save](#) to record the change(s).

File name = 12345678.pdf

Résumé last updated: June 27th, 2018 1:50:12 PM

[View résumé.](#)

[Delete entire résumé.](#)

[Return](#)
to Résumé Selection

[[Resume Development for Co-op](#) | [Search for Co-op Jobs](#) | [DragonJobs](#) | [Maintain your Co-Op Interview Requests](#) | [ES&P Form Completion](#) | [Search the ES&P Archives](#) | [Your Co-op Employment Records](#)]

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Career Development Center