



# KeydetConnect Users Guide

**KeydetConnect** is a web-based management system where the Office of Career Services keeps the latest information on employer events, career fairs, and networking events. With *KeydetConnect* you can register for career events, upload your resume and job search documents, submit your resume to employers, and review handouts in the Resource Library on a number of career-related topics.

## Registering for KeydetConnect:

- 1) Go to the Career Services website: [www.vmi.edu/careerservices](http://www.vmi.edu/careerservices).
- 2) Click on the “Cadets” tab located on the left side of the screen.
- 3) Click on “KeydetConnect.” You’ll be directed to the login screen for KeydetConnect.
- 4) Click on “Create Account” which is located underneath the Logon button.
- 5) You’ll be asked to review and agree to a release of information. Once you have read and agree to the terms, you’ll click “Continue” to go to the next page.
- 6) You will be asked to use your **VMI email address as your username** and you’ll also be asked to select a password. Once you do this you’ll be taken to a welcome page.
- 7) Complete the required fields in steps 1 and 2. Required fields are denoted with a red asterisk. (\*)
- 8) Once you complete steps 1 and 2, you will be asked to log back into your account. When you login, you will see the Dashboard. A picture of the dashboard is on Page 2 of this document.

**Note:** You are not required to upload a resume to complete the registration process.

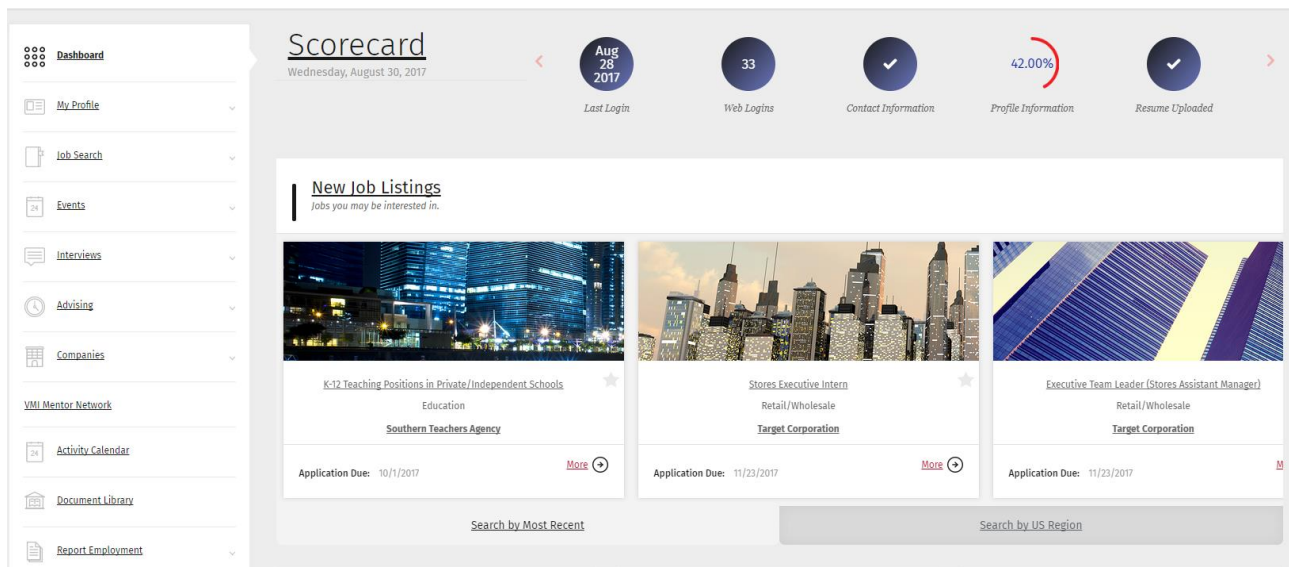
Once you complete a step, you will be returned to the Student Registration area. The rectangle for that step will turn from white to green to indicate that you have successfully completed the step. In the illustration below, Step 1 has been completed and Step 2 needs to be completed.

- In Step 1: You’ll be asked to enter basic contact information.
- In Step 2: You’ll complete a more detailed profile about your background and preferences. The recommendations for potential internships and career opportunities will relate back to your preferences. Be sure to indicate the types of opportunities that interest you.
- After completing Step 2: You’ll click “Continue” two times to go to the Dashboard.

## Student Registration

In order to complete the registration, you must follow the steps listed below. Please note that each step takes only a few minutes of your time and the registration process can be completed quickly.

1 Completed	Enter Contact Information You must enter contact information about yourself into the system.	>
2 5 - 10 minutes	You must answer profile questions in order to be found in this system. These profile questions are used by employers to find candidates that meet their specific job opportunities. The more accurately and completely you fill out these questions, the more likely your profile will be found by employers looking for you!	>



Make the most out of KeydetConnect using these features:

**Dashboard** – The Dashboard (featured in the picture above) allows you to quickly view your scorecard, new job and internship listings, your resumes, events, and the VMI Mentor Network.

**Scorecard** – The Scorecard gives you a quick view of your progress completing your profile and contact information. It will also show the number of times you’ve attended events, completed interviews, or received referrals from employers.

**Resume/CV and Employment Documents** – You can upload your resume by clicking on, “Manage my Resume.” Upload your resume as a PDF from your laptop computer or mobile device. If using your mobile device, upload from your cloud storage, Google Drive, or Dropbox. **Remember:** Only approved resumes should be uploaded to KeydetConnect.

**Job (and Internship) Search** – There are several ways that you can search for opportunities.

**Events** There are two types of events:

- i. **Company Events** – Career Fairs, information sessions, and interviews will fall in this category.
- ii. **Workshops** – Networking events, seminars, and Career Services workshops will fall in this category.

**Companies** – View and search employers with KeydetConnect accounts.

**Activity Calendar** – View upcoming Career Services’ events, such as career fairs, networking events, and employer information sessions.

**Document Library** – The Document Library contains the Resume Writing Guide and other Career Services Handouts.

**Mentor Network** – Search alumni mentors by industry, location, and company.