* **Week 6 Career Services Assignment**

Dive into all of the tools and resources available to you through Career Services and ***My Compass to My Career*** as you approach graduation and prepare to act upon your career goals. Please plan to complete these four steps outlined below during Weeks 2 – 6 this session.

1. **Week 2**: Attend Career Services Live Lecture under iConnect or listen to the recording.
2. **Week 3 & After**: Complete the Graduate Registration Form electronically through DocuSign that you will receive via email from Career Services starting Week 3.
3. **Week 3 & After:** Upload your completed resumé to HireDeVry located inside ***My Compass to My Career***.
4. **Weeks 3 – 5**: After you have completed the first three steps and learned about the resources available to you, request a confirmation code from your Career Advisor and submit to your professor under Career Services Assignment Questionnaire in Week 6.

You will login to ***My Compass to My Career*** inside your student portal at <https://my.devry.edu>. Take time to explore, if you haven’t already.



If you have any questions, please reach out to your Career Advisor. You will find contact information under **Contact Career Services** as shown above. If contact information does not appear, please reach out to your professor immediately, who will work with Career Services to provide it.

**Access HireDeVry to Upload Your Resumé**

Please click on the ellipsis icon in the top right corner of ***My Compass to My Career*** as shown above. Select **HireDeVry** and then **Visit HireDeVry** and anew window will open to access the system.

* ****Click on “**My Account**” from the top left corner of the screen and “**My Documents**”.
* To Upload a Resumé,click **Add** as shown to the right.
	+ Browse to select file to upload from your computer and include your full name in the Document Name text box (i.e. Joe Smith’s Resumé) to allow employers to easily recognize it.
	+ Note: Your resumé will be listed as **pending** until your Career Advisor can review, provide feedback, and update your account.

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