**iTrack Student Quick Reference Guide**

**New Users:** Visit [http://si.umich.edu/careers/itrack](http://si.umich.edu/careers/itrack)
1. Click on register for an account in iTrack.
2. Enter the requested information and agree to the User Agreements.
3. Once you submit your registration form, you will be sent an email to confirm your registration.
4. After verifying your email, please allow up to three business days to receive an email with your username and password.

**Returning Users:** Visit [http://si.umich.edu/careers/itrack](http://si.umich.edu/careers/itrack)
1. Click on Login to iTrack.
2. Check Profile to ensure that all information is up to date.

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**Shortcuts**

- **Search** for jobs, internships, and utilize Archived postings to see what positions have been posted in the past. Set up a Search Agent under the Detailed search tab to receive tailored alerts.
- **Drop your resume and schedule interviews for on-campus recruiting events.**
- **View and register for career workshops, events, and employer visits hosted by the UMSI-CDO and other departments on campus.**
- **Connect with alumni to network and ask for job and internship search tips.**
- **Upload up to 10 documents, including resumes, cover letters, transcripts, or writing samples. All initial resume submissions are reviewed by UMISI-CDO staff, as long as one approved resume is maintained on the system, future uploads will bypass the review process.**
- **Submit issues, feedback or suggestions to UMSI Career Development Staff.**
- **View over 7600 Employers and 13,000 contacts. Mark your favorites for future use.**
- **Announcements provide the latest news from UMISI-CDO including recent updates to the iTrack system.**
- **Under Profile, select “Yes” to Receive Email Notifications on the Privacy Tab. Keep your profile up to date to ensure that you receive messages targeted for your specialization and graduation date. This information is not viewable by Employers, only UMISI-CDO staff.**
- **Review presentations from CDO workshops and other career resources for your job and internship search.**
- **If you are having trouble logging in to iTrack, send a message to umsi.careers@umich.edu for assistance.**