

CAREER SUCCESS CENTER



WESTSIDE CAMPUS CENTER, 3RD FLOOR

OPTIMAL CAREER & TALENT SUITE DOCUMENT CENTER GUIDE - WEBSITES

DISCOVER
CAREER OPTIONS

EXPERIENCE
INTERNSHIPS

CREATE
YOUR BRAND

ACTIVATE
THE PLAN



The Optimal Résumé™ Career and Talent Suite has a variety of different career tools to help one prepare for, and succeed, at their job/career search. Whether it is a part-time job or internship, this Website guide is a supplement to the Western Connecticut State University Career Success Center's comprehensive Resource Guide and website, www.wcsu.edu/careersuccess. In this guide you will find tools to help you understand:

- Create an organize Website URLs that are all about YOU
- Organize documents, projects, samples and showcase them to potential employers
- Connect your Website to social media and your LinkedIn profile

Before you begin using this guide, you will need to create an account with Optimal Résumé™ by accessing www.wcsu.optimalresume.com.

To Create an Account:

1. Log into www.wcsu.optimalresume.com and click "**New User**" located at the top right corner of the page.
2. Insert your WCSU email address and hit "**Continue**."
3. Complete the registration process and remember your user name and password for future access.

Once you have access to the platform, watch the 20 minute video tutorial to get a preview of how to use the Career & Talent Suite. Good luck and we look forward to working with you.



Connect with us on WESTCONN WORKS

www.wcsu.edu/westconnworks

By launching your WestConn Works account, you will have access to job, and internship postings, campus events and career resources that will help you find employment.

Office Hours:

Mon - Fri 8:30 to 4:30 p.m.

Fall 2017 Drop-In Hours:

Haas Library, Room 130: Mon & Tue 2 - 4 p.m.

WS CC, Suite 300: Wed 9 - 11 a.m., Thur 1 - 3 p.m., Fri 10 - 12 p.m.





OptimalWebsite Help

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Getting Started

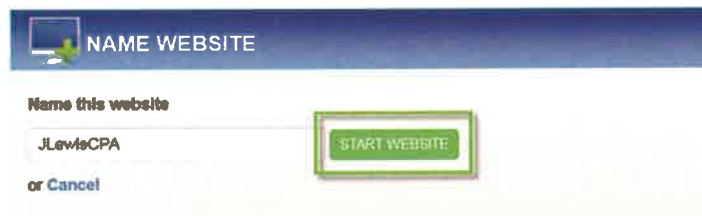
▶ Creating a New Website

To begin working on your new website:

1. Click the **Create New Website** button.



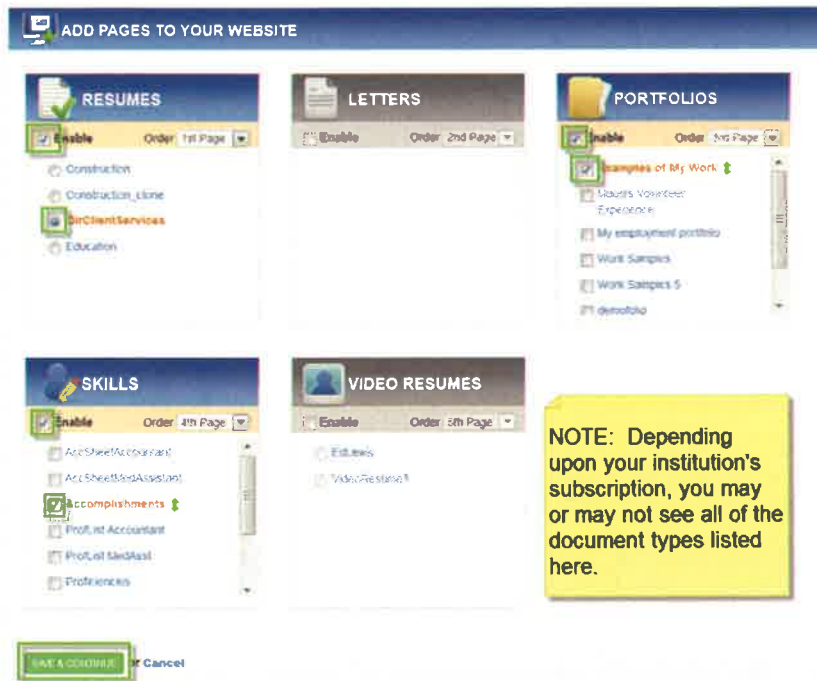
2. Enter a name for your website. Names may only contain letters, numbers, underscores, and dashes. Names must also be a minimum of 3 characters and click **Start Website**.



3. Add pages to your website by *enabling* those document types you would like to be part of your website. Then select the document(s) you want to include and click **Save & Continue**.

NOTE:

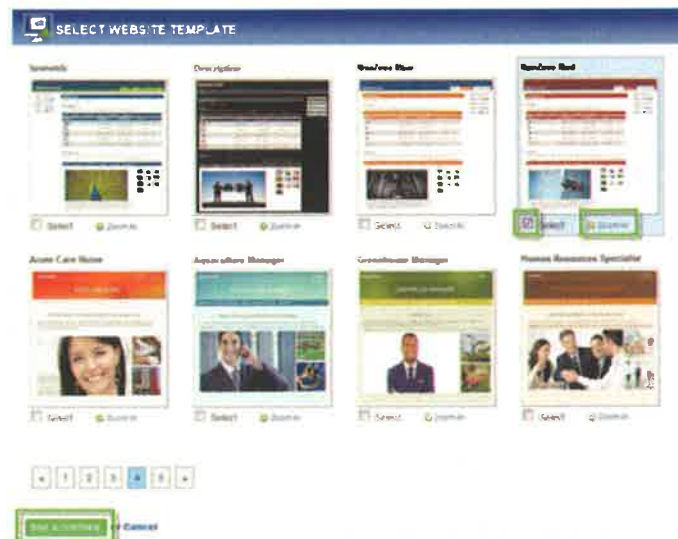
Depending upon your institution's settings, you may or may not see all of your documents available for selection as some institutions may have a requirement that only *approved* documents are eligible to be placed on websites. If you have any questions about this, please contact your institution's Career Services department or OptimalResume Support at support@optimalresume.com.



Users may use only one document of each type per website. In other words, a single website cannot contain two resumes; however, that website can contain multiple document types - a Letter, a Resume, a Portfolio and an Accomplishment Sheet for example.

Users can create as many websites as desired.

4. **Select from dozens of templates** available. To see how a template will look on your website, click the **Zoom** button under a template. To use a template, click the **Select** button under the template, then click **Save & Continue**.



- To **Enable the sidebar** features that will link to other websites, such as LinkedIn, click the **Enable** checkbox at the top right corner and select the desired widget(s). Click **Save & Continue**.



- Activate** your website by clicking the **Activate Website** button. Note that websites can also be deactivated to temporarily prohibit viewing. Activating your website publishes your website to the internet as a live URL. Your website is active as long as the Activate button is turned on. If you don't want your website to be active anymore, you can click the **Deactivate** button.



Document Toolbar



Managing Your Websites

Use the Document Toolbar to manage your website(s). Among the options available are:

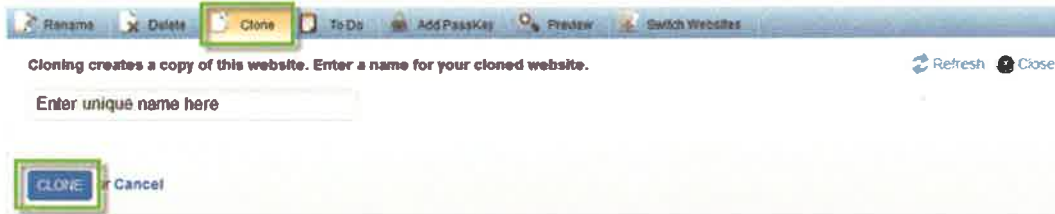
Rename – Use this to change the name of your website.



Delete – Use this to delete the website from your Document Center.

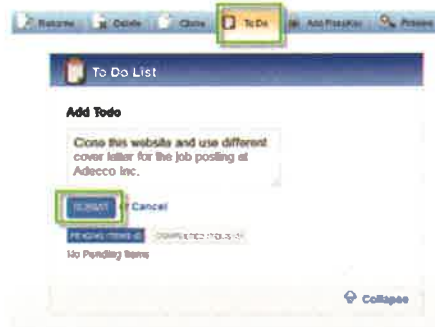


Clone – Use this to create a duplicate copy of your website in the Document Center. Enter a unique name for your cloned website before clicking the *Clone* button.

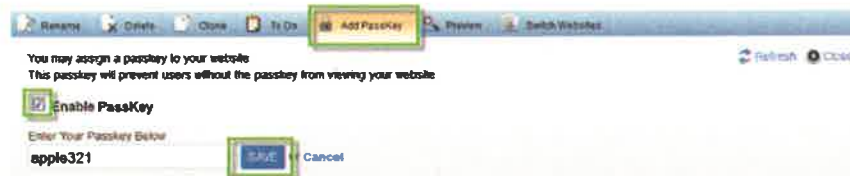


Hint: You can clone a website and then select a different cover letter and/or resume to quickly create a second website for a different potential employer in seconds!

To Do – Use this to add task reminders to a "To Do" list.



Add Passkey – Use this to password protect your website. To enter a passkey, make sure the **Enable Passkey** box is checked and enter a password. We recommend that you enter a passkey that is professional and easy to remember.



Preview – Use this to preview your website as it will appear online.

Switch Websites – Clicking this button shows all of the websites you have created so far in the Document Center. Click on a website's name to edit that document.



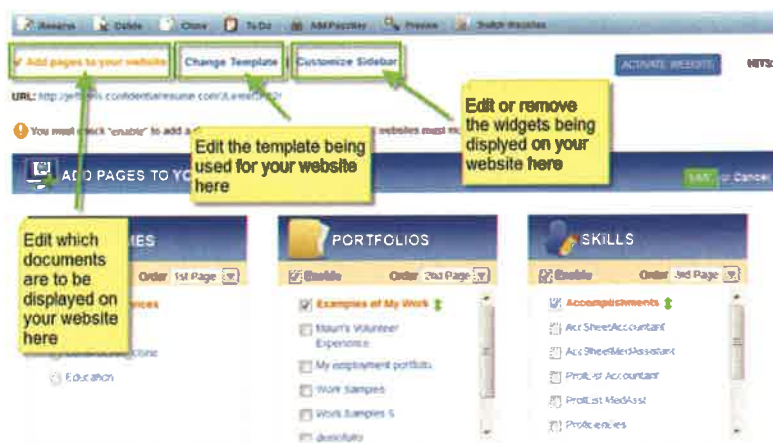
Post-production Tools

Editing your Website

To edit a website at a later time, click the website name in the Document Center.



This will bring you back to the editing page where you can save new changes to your website.



Sharing your Website

Copy and paste the URL to easily share your website with your colleagues and network.

Questions?

▶ Technical Support

Support is available during standard business hours, Monday – Friday, 9am – 5pm EST, toll free at 877-998-7654 or by email at support@optimalresume.com