

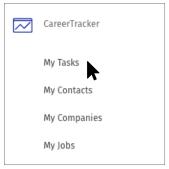
## CareerTracker™

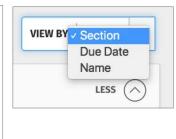
**Register** and/or **log in** to your school's career services website.



2

Select CareerTracker → My Task then sort tasks by section, due date or name.





3

**Add** a new task, or select a **task name** (or pencil icon) to view or edit. Click the **check box** to mark a task complete.

Tasks		L	ess (
	Oct <b>26</b> 2017 11:30 AM	Advising - Amy Counselor Entered: 10/20/2017	d
	Nov <b>01</b> 2017 10:00 AM	Company Event - 2017 Business Career Fair Entered: 10/20/2017	d
	Oct <b>31</b> 2017 05:30 PM	Company Event - US Airways Information Session Entered: 10/19/2017	d
	Apr 06	Download job search guide	

4

Change the due date, add tags, or create log entries while viewing a task. Click the pencil icon (where permitted) to edit. Opt-in to receive reminders by clicking three-gear Settings icon and toggling to yes.



Entered Date:	4/6/2017	<b>₽</b> = 1
DUE DATE		
Jan 08, 2018	Update Due Date	
LOG ENTRIES @		view log
		Add
<b>5tt</b> (0)	Companies (0)	lohs (0)