CAREER SUCCESS CENTER

WESTCONN WORKS

WESTSIDE CAMPUS CENTER, 3RD FLOOR

OPTIMAL CAREER & TALENT SUITE
DOCUMENT CENTER GUIDE - WEBSITES

DISCOVER CAREER OPTIONS

EXPERIENCE INTERNSHIPS

CREATE YOUR BRAND

ACTIVATE THE PLAN

WESTERN CONNECTICUT STATE UNIVERSITY

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 wcsu.optimalresume.com.

To Create an Account:

1. Log into 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

Drop-In Hours:
Mon – Fri 9:00 to 4:00

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.**

   WEBSITES

   Create New Website

   Manage Your Websites

   No Websites
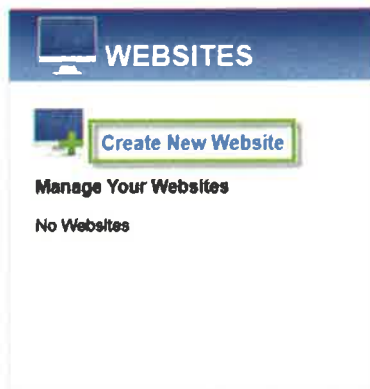
2. **Enter a name** for your website. Names may only contain letters, numbers, underscores, and dashes. Names must also be a minimum of 3 characters and click **Start Website.**

   NAME WEBSITE

   Name this website

   JLewisCPA   START WEBSITE

   or Cancel

3. **Add pages** to your website by *enabling* those document types you would like to be part of your website. Then select the documen(s)t 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.
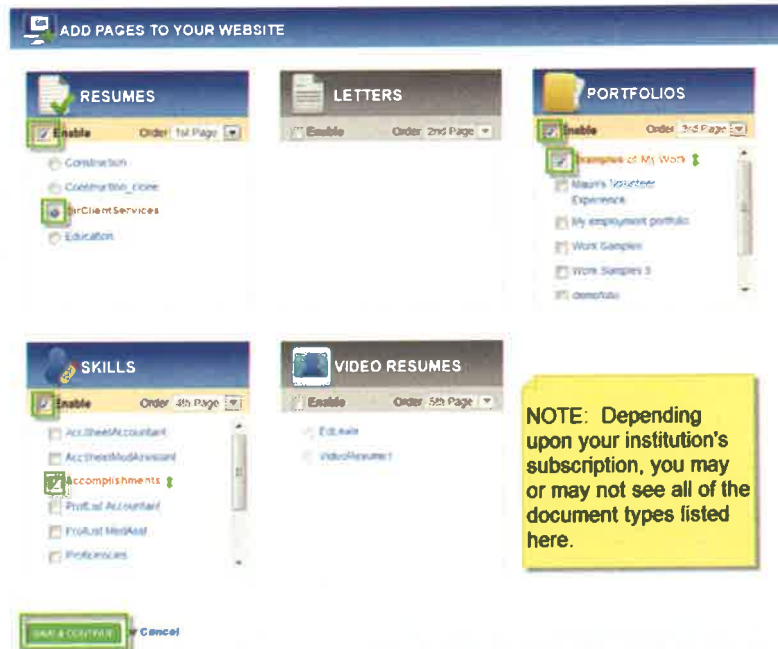
Users may use only one document of each type per website. In other words, a single website cannot contain two resumes; however, that website can contain multiple document types - a Letter, a Resume, a Portfolio and an Accomplishment Sheet for example.

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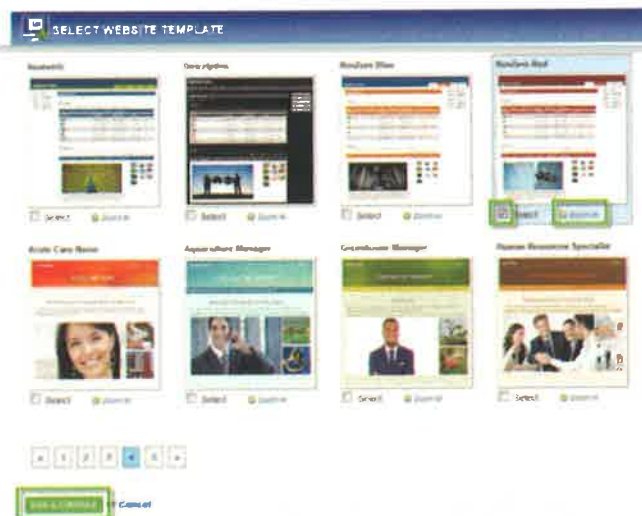
5. **To Enable the sidebar** features that will link to other websites, such as LinkedIn, click the **Enable** checkbox at the top right corner and select the desired widget(s). Click **Save & Continue**.

6. **Activate** your webite 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.
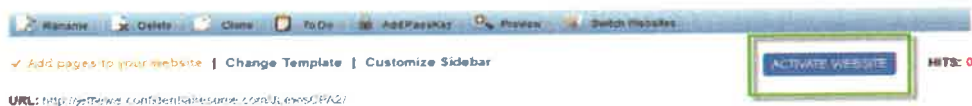
Document Toolbar
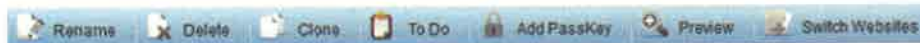
➤ Managing Your Websites

Use the Document Toolbar to manage your website(s). Among the options available are:
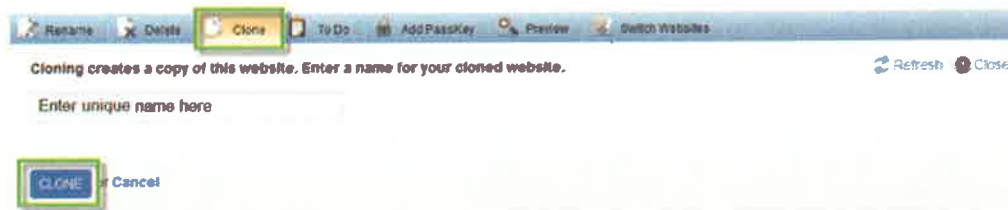
Rename – Use this to change the name of your website.

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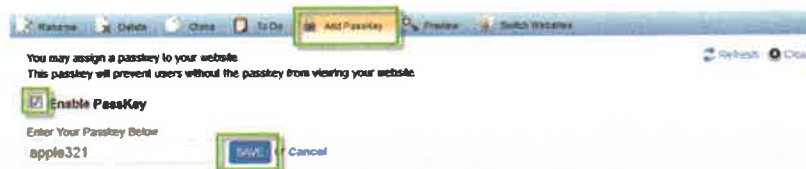
Preview – Use this to preview your website as it will appear online.

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.
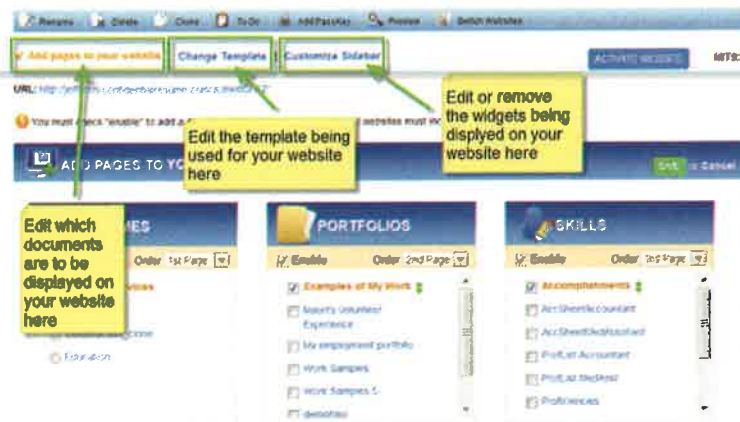

Post-production Tools

➤ 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