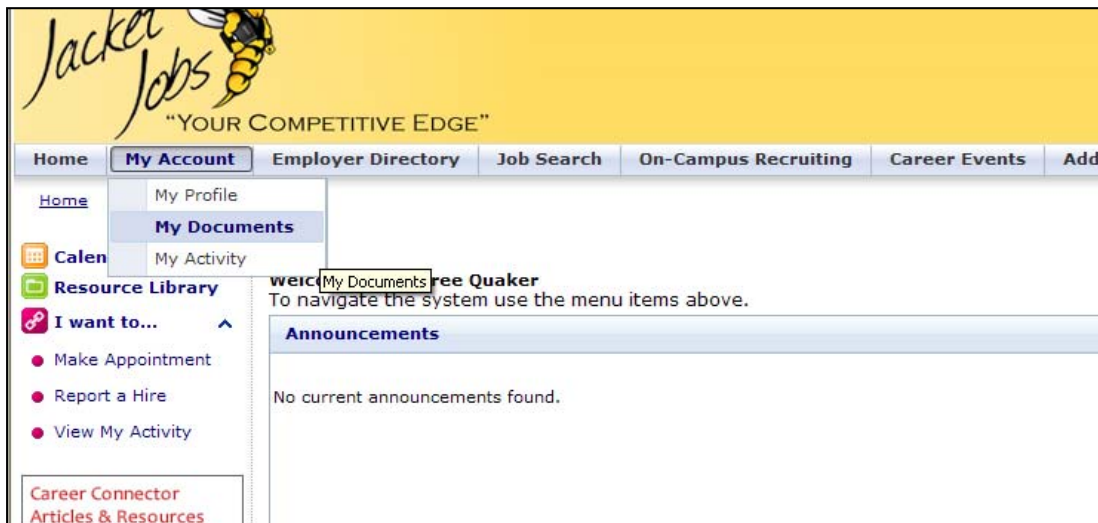




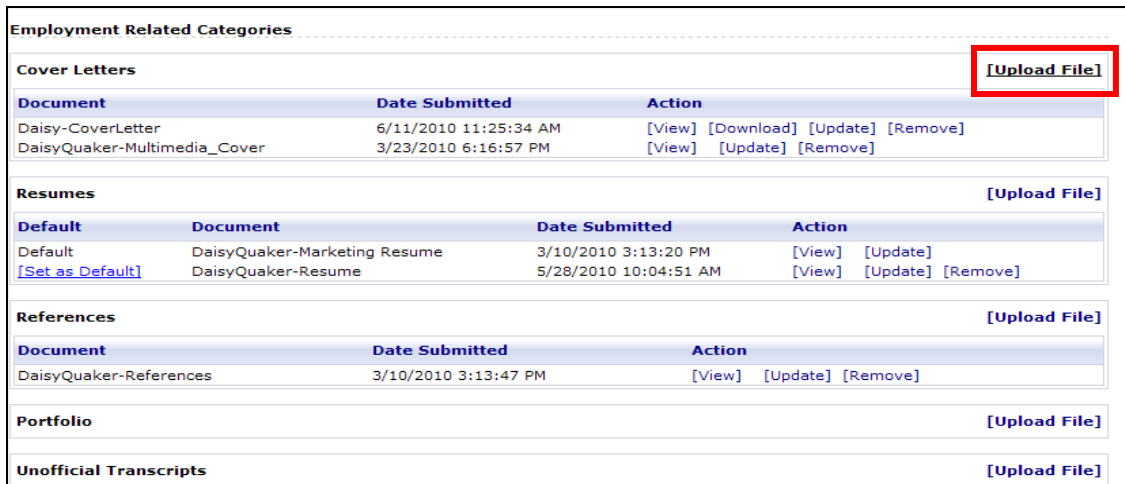
# Jacket Jobs Tutorial

## Uploading Document

1. Log in to *Jacket Jobs* from the home screen, hover your mouse over the *My Account* Tab, and click *My Documents* from the drop down menu.



2. A new page with file options for resumes, cover letters, references, and other documents will appear.
3. Click on the "Upload File" link for the document you wish to upload. A new screen will appear for file upload.



- Click on the “Browse” button to locate the file on your computer. Once found, click on “Open” and name the file. When complete click on the “Upload File” button. *Jacket Jobs* accepts documents in Microsoft Word, Adobe PDF and Rich Text Format.

**Document Category: Cover Letters**

- Upload a Document** - select the document to be uploaded by clicking **Browse** and selecting the desired document. Click on **Upload** to upload the document.

*NOTE: To upload a document it must be in either a Microsoft Word, PDF or RTF format.*

**Upload Document**

\*Document Name:

\*Select File to Upload:

- The document has now been added to *My Documents* on *Jacket Jobs*.

## Additional Notes

- To add other documents, continue to follow the same process. You can upload multiple documents at anytime. You can also set a default resume that will serve as a primary resume on *Jacket Jobs*. This setting can be changed at any time in the *My Documents* page.

Resumes				[Upload File]
Default	Document	Date Submitted	Action	
Default	DaisyQuaker-Marketing Resume	3/10/2010 3:13:20 PM	[View]	[Update]
<span style="border: 2px solid red; padding: 2px;">[Set as Default]</span>	DaisyQuaker-Resume	5/28/2010 10:04:51 AM	[View]	[Update] [Remove]

References				[Upload File]
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***Expect Opportunities***

YU Suite 230

Phone: 715-394-8024

E-mail: [career@uwsuper.edu](mailto:career@uwsuper.edu)

[www.uwsuper.edu/career](http://www.uwsuper.edu/career)