

Open a Free SpartanTRAK Account

1. Go to [Career Services Center website](http://csc.dept.uncg.edu) - <http://csc.dept.uncg.edu> .
2. Click on the "SpartanTRAK" icon.
3. Select "To Open a SpartanTRAK Account" option.
4. Enter school password, "spartan," in lowercase, and click submit.
5. Follow the directions for completing the profile information.
6. Once your account is created, go under "my account" and choose "Resumes."
7. Under "Upload the Following," select "Resumes." Follow on-screen directions for uploading your resume.

Tip: Although you can upload your resume on your own, you must complete the following tasks in order to have your registration and resume **ACTIVATED**:

1. Have a counselor approve your resume, and
2. Attach the counselor's approval slip to a copy of your approved resume and take it to #1 EUC where they will ask you to sign a release statement.

NOTE: It usually takes more than one appointment or resume critique before a Counselor will approve your resume. Therefore, please plan accordingly, especially if you need to meet a deadline. To schedule an appointment with a Career Counselor to review your resume, please call 336-334-5454. Also, please upload your approved resume to your account prior to going to #1 EUC to sign your release statement.