

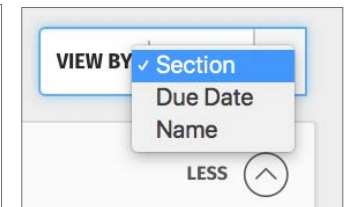
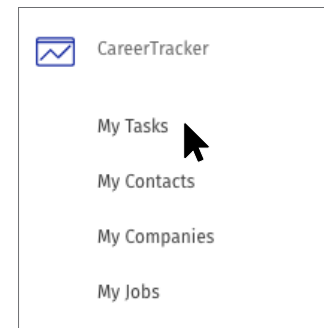
1

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



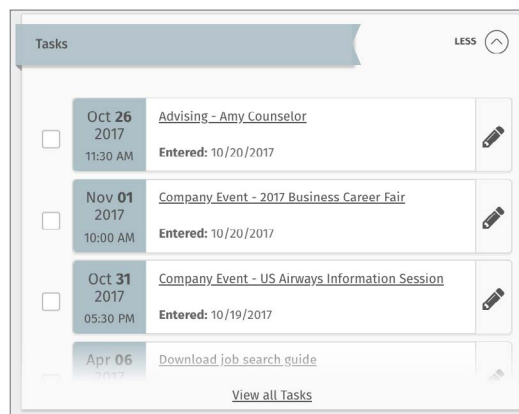
2

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



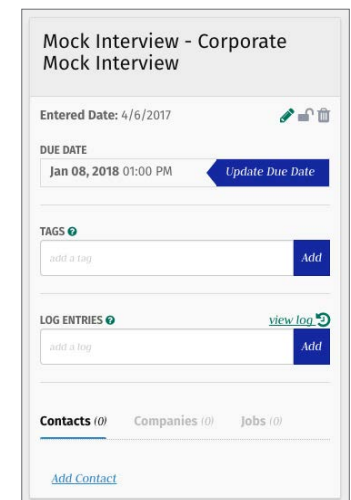
3

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.



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.



 **It's that easy!**