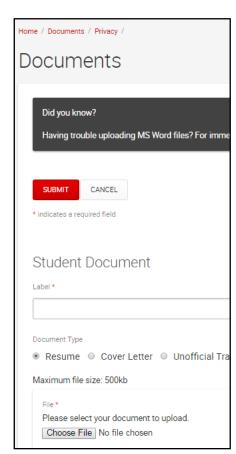## NEXT STEPS (UPLOADING INTO COUGAR PATHWAY)

1 Once a resume has been scored with a numerically value of 70 or higher, the resume is ready to be uploaded into Cougar Pathway.

2 Cougar Pathway can be accessed via **AccessUH** and by clicking the **Cougar Pathway icon.**

3 Before adding the resume, make sure the Academic and Personal profile sections are completed.

4 After logging in, the PDF version of the "approved" resume needs to be uploaded into the Documents tab within Cougar Pathway. The best way to do this is to find the **"Getting Started"** box and click **"Resume"**

Getting Started
✓ Account Created
✓ Personal Profile
✓ Academic Profile
✓ Privacy Settings
✓ Resume

5 A new page will open up and allow the resume to be uploaded. The resume should be labeled appropriately and uploaded in a PDF file format. Lastly, the **[Submit]** button should be clicked to send for upload.

Home / Documents / Privacy /

Documents

Did you know?

Having trouble uploading MS Word files? For imme

SUBMIT   CANCEL

* indicates a required field

Student Document

Label *

Document Type
◉ Resume ○ Cover Letter ○ Unofficial Tra
Maximum file size: 500kb

File *
Please select your document to upload.
Choose File No file chosen

6 After the resume has been uploaded, it will be sent to the University Career Services staff. They will:

1) View the resume

2) Check the score in VMock

3) If score is above 70, the resume will be approved to use within Cougar Pathway.

4) *Should the score not be above 70 or have errors, the resume will not be approved and sent back with suggestions.*

7 In order to access the resume in the future, simply click the **[Documents]** section on the home page. There are two sections within Documents:

1) **Approved:** Once a resume is approved by the UCS staff, it will be located within the Approved section.

2) **Pending:** Once a resume has been uploaded into Cougar Pathway but has not yet been reviewed by the UCS staff, it will be located in the Pending section.

Any questions or concerns can be sent to ucs@uh.edu or stop by the office during walk-ins hours.