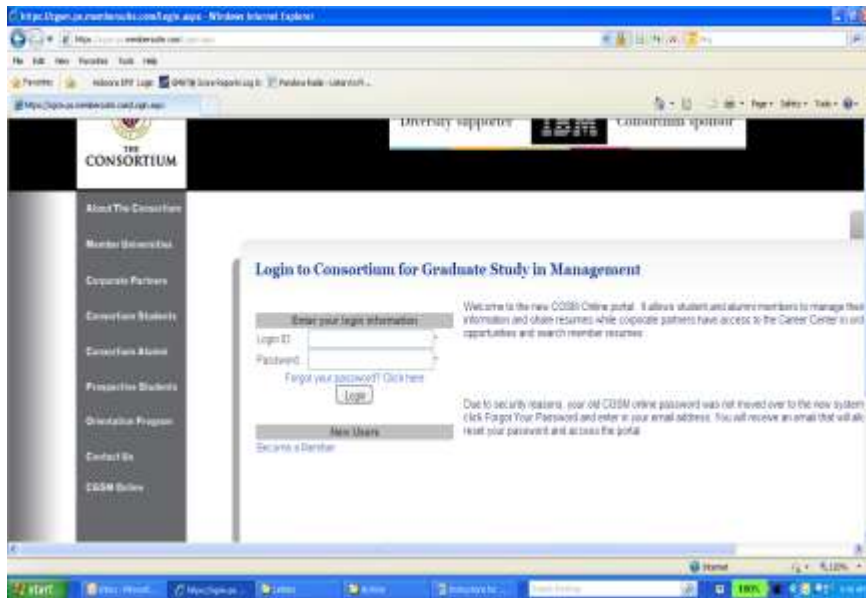


## CGSM Online Resume Upload Instructions

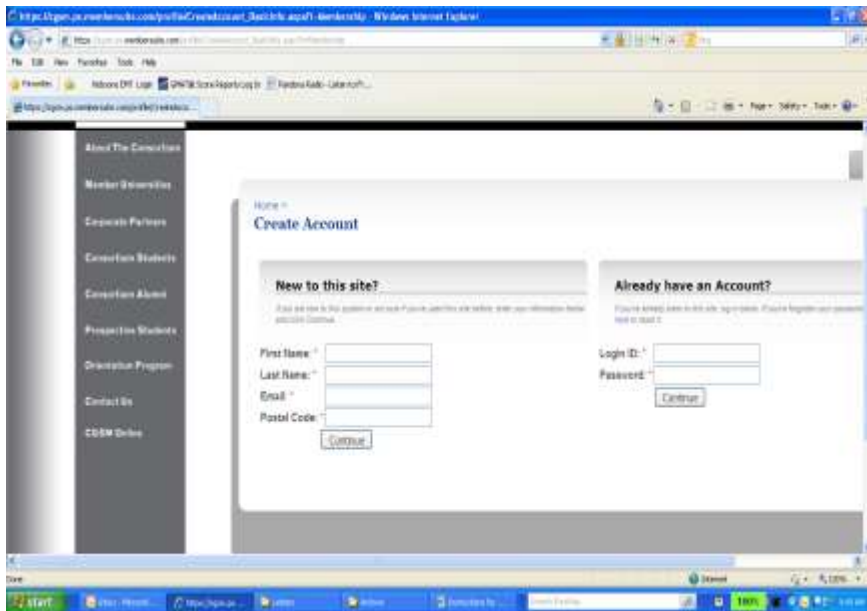
Go to <http://cgsmonline.cgsam.org>

Under “New Users” select “Become a member”



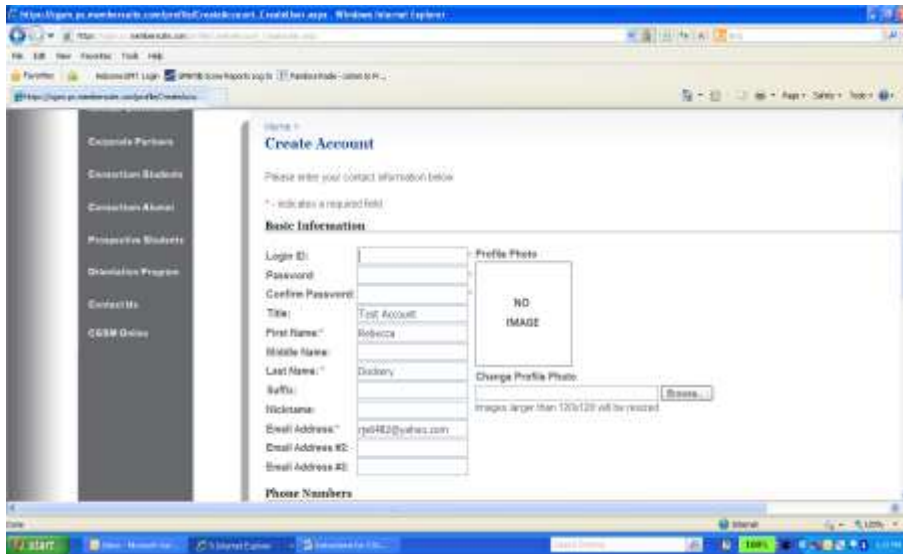
Complete the page below if you have not previously created an account.

- Please use a personal email address, not one that is linked to a company or school. This will ensure you can access the account after you have left the company or complete school.

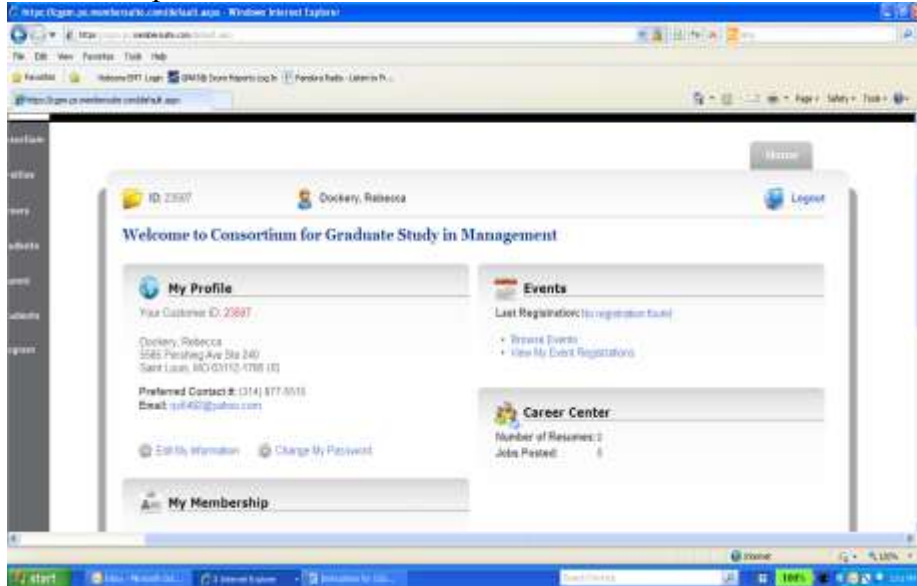


Complete membership application.

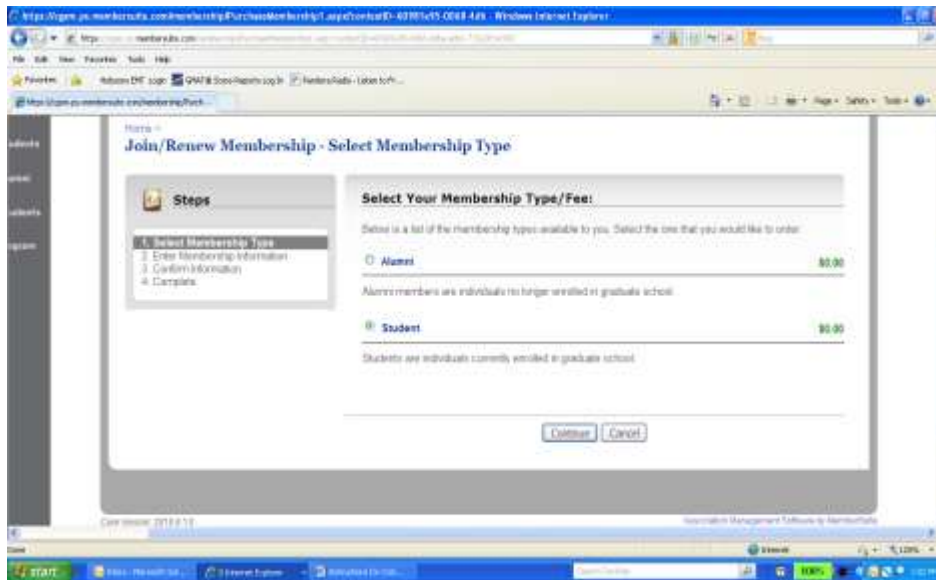
- For "Title," list "MBA Student."



On this page, click on “Join Consortium for Graduate Study in Management” in the “My Membership” section.



Select Student Member



Select the regional chapter nearest your school. If not available, select At Large.

The screenshot shows a web browser window displaying the 'Join/Renew Membership - Enter Membership Information' page. The page has a blue header and a sidebar on the left. The main content area is divided into several sections:

- Steps:** A vertical list of four steps: 1. Select Membership Type, 2. Enter Membership Information (highlighted), 3. Confirm Information, and 4. Complete.
- Your Membership Type/Fee:** A section with two fields: 'Membership Type' set to 'Student' and 'Membership Fee' set to 'Default Product - \$0.00'.
- Chapter Selection:** A section with a dropdown menu for 'Select your primary chapter?' set to 'St. Louis'. Below it is a list of 'Additional Chapters' including Atlanta, Boston, Charlotte, Chicago, Cincinnati, Cleveland, Columbia, Dallas/Fort Worth, and Detroit. The 'St. Louis Cluster' is highlighted in blue.
- Other Information:** A section at the bottom of the form.

Further down the page, select “Entering MBA Student/ Not Yet Placed”. Use the following values to complete the “Employment Information” section.

- Employer: Your school name
- Title: Student
- Salary: 0
- Bonus: 0

The screenshot shows the 'Education Information' and 'Employment Information' sections of the membership form. The 'Education Information' section includes:

- A checkbox for 'I would like to opt out of the membership directory.' and a note: 'Please charge my credit card and automatically renew my membership when it expires.'
- 'From which Consortium university did you receive your MBAT?': A dropdown menu set to 'Missouri University in St. Louis' and a 'Graduation Year' field set to '2006'.
- 'Consortium Reference': A dropdown menu set to 'Entrepreneurship'.
- 'What is your MBAT Concentration?': A dropdown menu set to 'Entrepreneurship'.
- 'Undergraduate School': A dropdown menu set to 'Truman State University'.
- 'What was your undergraduate major?': A dropdown menu set to 'Political Science'.

The 'Employment Information' section includes:

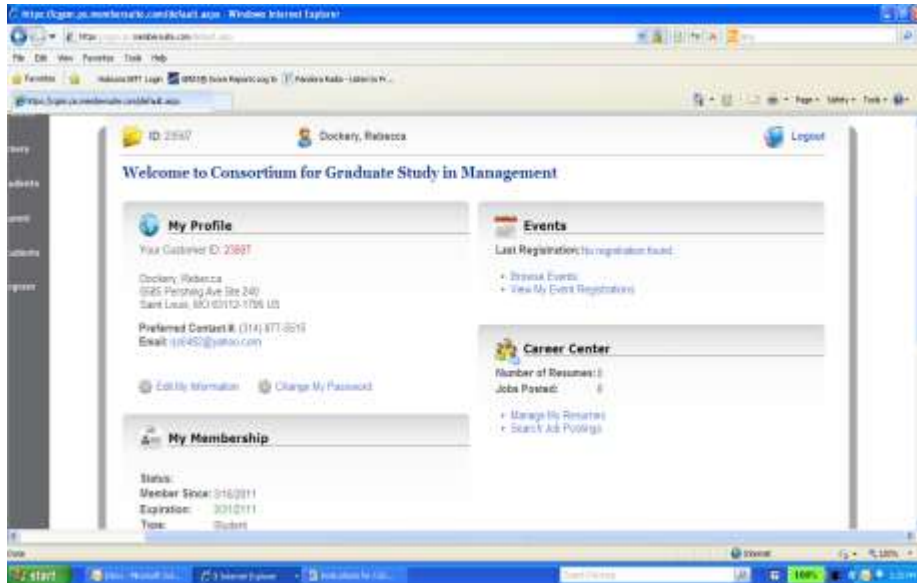
- 'What is your current employment status?': A dropdown menu set to 'Entering MBA Student/ Not Yet Placed'.
- 'Company': A text field set to 'Missouri University in St. Louis'.
- 'Employment Start (From)': A date field set to '8/1/2008'.
- 'Employment Start (End)': A date field set to '8/1/2008'.
- 'Salary': A text field set to '0'.
- 'What was your signing bonus?': A text field set to '0'.
- 'Division': A text field.
- 'Job Title': A dropdown menu set to 'Student'.

The 'Other Information' section is visible at the bottom of the form.

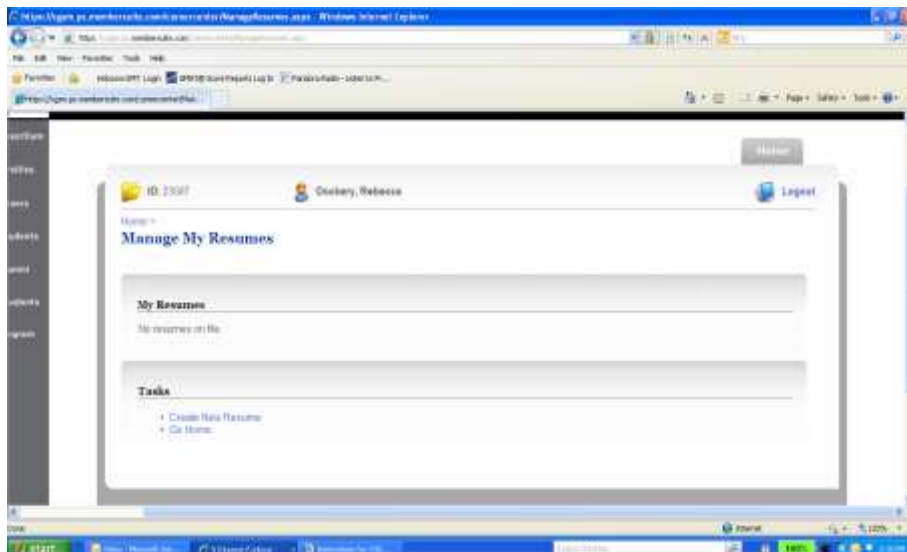
Your account now goes into a queue, and a Consortium staff member will have to activate it. When the account is activated, you will receive a notice via email.

When your account is active, you should log back in to upload your new resume.

Under the “Career Center” section, click on “Manage my Resumes.”



Click “Create a Resume.”



In this page, name your resume and check the box for “Make this my active resume.” Then select the file and click “Save.”

