Click on LOGIN in the upper right corner of the page.

Click on the student box and enter your NetID and password.

You’re now logged into Career Services. It should say WELCOME, NAME! in the top right corner.

If you already have purchased your annual subscription, you will get this screen. Click on the Access Link and you are in.

If you haven’t purchased your annual subscription, the next step is to purchase your subscription. Click on the WEB STORE tab.

To purchase your Student Subscription you need to fill in your graduation date and click the “Add to cart” button.
A summary will come up to show what is in your cart. Click on the Checkout button to continue.

**SHOPPING CART**

1 items

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Subscription (One Year)</td>
<td>1</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

1 products Subtotal (Including Discounts): $5.00

Continue shopping

Fill in all the billing information and click “Continue”. Choose Bursar’s Account for payment options. Click Continue.

Checkout

Payment options

- Credit Card
- Bursar’s Account

Order summary

- Subtotal: $5.00
- Tax: $0.00
- Total: $5.00

There will be a Preview of your cart to make sure everything is correct and click on the Place this order button.

Checkout

Billing address:
Wilma Wildcat
1 University Drive
Tucson, AZ 85721
United States: 621-0000

Payment method:
Bursar’s Account

Place this order

Products

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
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<td>1</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

1 products Subtotal: $5.00

Total Before Tax: $5.00
Sales Tax: $0.00

Total: $5.00