

User Guide

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Getting Started

After your administrator creates your account, you receive a verification email. Click the link to verify, set your password, and log in.

AI Career Team

Your workforce team has four AI members available 24/7.

Career Coach: Career planning, interview preparation, professional development. Job Scout: Job searching, matching positions to skills, application strategy. Skills Builder: Skill analysis, gap identification, learning path recommendations. Budget Guide: Financial planning during job search or career transition.

Resume Builder

Create multiple resume versions. Get AI scoring on each. Receive specific improvement suggestions. Download as PDF or DOCX.

Career Modules

Work through 10 structured learning modules covering the full career development journey.

Account Settings

Update profile, change password, enable 2FA, manage notification preferences.

Data Privacy

Your conversations and data are private to you. You can delete your account and all data at any time from Account Settings.

Support

Contact your organization administrator for account issues.