

Senior PrepHQ Update 2007

1. Log into PrepHQ

- a. If they have forgotten their username and password, click on “Forgot Your Login?” link on the left
- b. If that still doesn’t work... students need to see their counselor to reset their password.

2. Click on Surveys (left side link)

- a. The September Senior Class of 2007 survey should appear
- b. Complete the survey and click the SAVE button at the bottom
- c. Students can go back and re-take the survey if they want to change their answers

3. Click on My Organizer

- a. Click on the RESUME/ACTIVITIES link at the top of the page (Yellow tab)
- b. Click on each ORANGE tab (Employment, Volunteering, Activities/Interests, Honors/Awards, Other Info) and enter the correct information
- c. Click SAVE CHANGES when completed with each section
- d. Click on the ORANGE RESUME tab to view the resume
- e. Click on **Click here to view resume in new window** to see the resume in a printable format

i. IMPORTANT INFORMATION REGARDING PRINTING

1. To print your resume without any extra headers and footers (such as the date, web page, etc.) you need to do the following :
 - a. After you “Click here to view resume in new window” ... in the new window that pops up go to the top of the page
 - b. Click FILE → PAGE SETUP
 - c. In the middle of the new box make sure that in “Headers and Footers” the boxes are empty. If there is currently something in these boxes... delete this information.
 - d. Click OK
- f. Print your resume and attach to each college application and scholarship application
- g. You can edit this as many times as you would like

4. UPDATE! UPDATE! UPDATE! Please update your information, especially on honors and award as you get them. The more you tell us, the better recommendations that we can write, and the better the resume to attach to anything you send out promoting yourself!