



Job Fair Candidates' Guide to Creating an AIMS Account and Posting Resume

STEP ONE: Create an AIMS account

- go to www.aimsmddc.org
- click on "Haven't registered yet?" in sign in box on right side of homepage
- choose Non-AIMS Member Colleague as the account type (Note: if you are currently at an AIMS member school, you will choose AIMS School Staff as the member type or use your current AIMS account and update your profile as listed in steps #2 & 3)
- create a username and password (keep this information as you will need it for future access)
- complete form
- submit

If you created a Non-AIMS Member Colleague account, your account will be ready to use once you hit submit. IF you are creating an AIMS School Staff account (already employed at an AIMS school), then your account will be ready to use once it has been approved. (We approve accounts multiple times each day.)

STEP TWO: Updating your AIMS profile to provide information for the Job Fair/School review

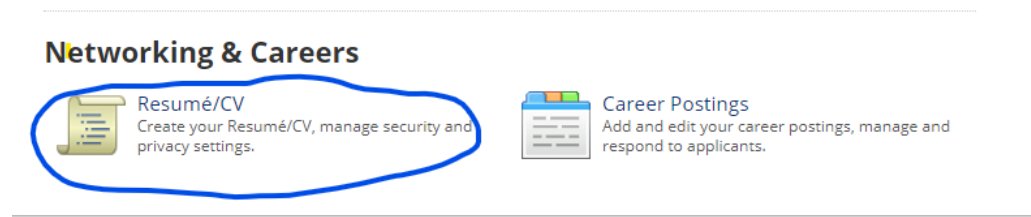
- I. Log in to your AIMS account at the sign-in box on the AIMS website: www.aimsmddc.org.
- II. Go to the **MANAGE PROFILE** screen (click on the option on right side of homepage).
- III. Click on **EDIT BIO** (first option at top of manage profile screen).

A screenshot of the AIMS website's "Manage Profile" page. At the top is a blue navigation bar with links: "About Us", "For Members", "Accreditation", "Professional Development", "Career Center", "For Parents", and "Join". Below this, the "Manage Profile" section has a sub-header "Information & Settings". Under this header, there are two main options: "Edit Bio" (with a red circle around the icon and text) and "Preferences" (with a clipboard icon). The "Edit Bio" option includes the text "Update your information and choose privacy settings for individual fields." Below these options is a section for "Invoicing, Payments & History". On the right side of the page, there is a yellow sidebar titled "My Profile" containing a list of links: "Profile Home", "Manage Profile", "Create Resumé/CV", "Groups", "Networks", "Files & Links", "Favorites", "Messages (NEW)", and "Connections". The "Manage Profile" link in this sidebar is circled in red.

- IV. **Complete all the fields on the “Edit My Member Profile” screen.** This will mean updating your address, phone, professional title fields, etc.
- V. Once all the necessary fields are completed, make sure to SAVE CHANGES (button at bottom of screen). ***The information will not be saved if all required fields are not answered.*** Make sure you have no “error messages” that will impede saving your profile before exiting.

STEP THREE: Submit your qualifications/resume

On the same MANAGE PROFILE screen, scroll to the bottom of the screen and you will see **NETWORKING AND CAREERS.**



You can choose the Create Resume from the yellow navigation box (right side of screen) or you can click on the option listed here under Networking & Careers.

Complete the resume information, providing additional information as you deem necessary to give the reviewers the best overview of your interests and background.

Note: This **Networking and Career page** is typically used during the AIMS Job Fair for potential candidates for employment. However, schools do refer to these accounts when job opportunities open throughout the year. Having your resume on file allows schools to review your qualifications to set up appointments during the Job Fair and possibly at other times of the hiring cycle.

If you have any questions about the process or have difficulty, please contact AIMS at 410-761-3700 or contactus@aimsmddc.org