

VMOCK ALUMNI ACCESS DETAILS

SIGNUP INSTRUCTION

- 1) Go to <http://www.vmock.com/babsonalumni>
- 2) Enter your Babson email address **or** the email address that is associated with your Handshake profile, and hit **'Continue with Email'**
- 3) Set your password and click on **'Sign Up'** button to proceed
- 4) You will then be asked to confirm your email address
- 5) Verify your email address by clicking on the **'Verify Account'** button in the email received in your mailbox

*Once you have completed this process and confirmed your email, Babson will need to verify your account and alumni status before you can access the platform. Please note this step **could take up to 48 hours** for approval. If you have any questions, please contact coachcorner@babson.edu*

UPLOAD RESUME AND START USING THE VMOCK SYSTEM

- 6) You will then be redirected to your VMock dashboard from where you can download your university templates/guidelines for reference.
- 7) Upload your resume in PDF format; please use www.pdfonline.com/convert-pdf/ to convert doc to pdf.
- 8) The system will then process your resume and present you with a summary of resume analysis & feedback. Click on the **"View Feedback"** blue button to see the detailed feedback.
- 9) There is a detailed product walk-through embedded inside the system so please make sure you spend some time to understand the different modules/features of the system.
- 10) You are now ALL SET to start improving your resume score!

Note: *In case you have any trouble using the system, reach out to us at support@vmock.com*

*For **Best User Experience**, we recommend you to use Google Chrome and Mozilla Firefox browsers to access our platform.*

*For **Macbook users**, we recommend to use www.pdfonline.com/convert-pdf/ for converting doc to pdf.*