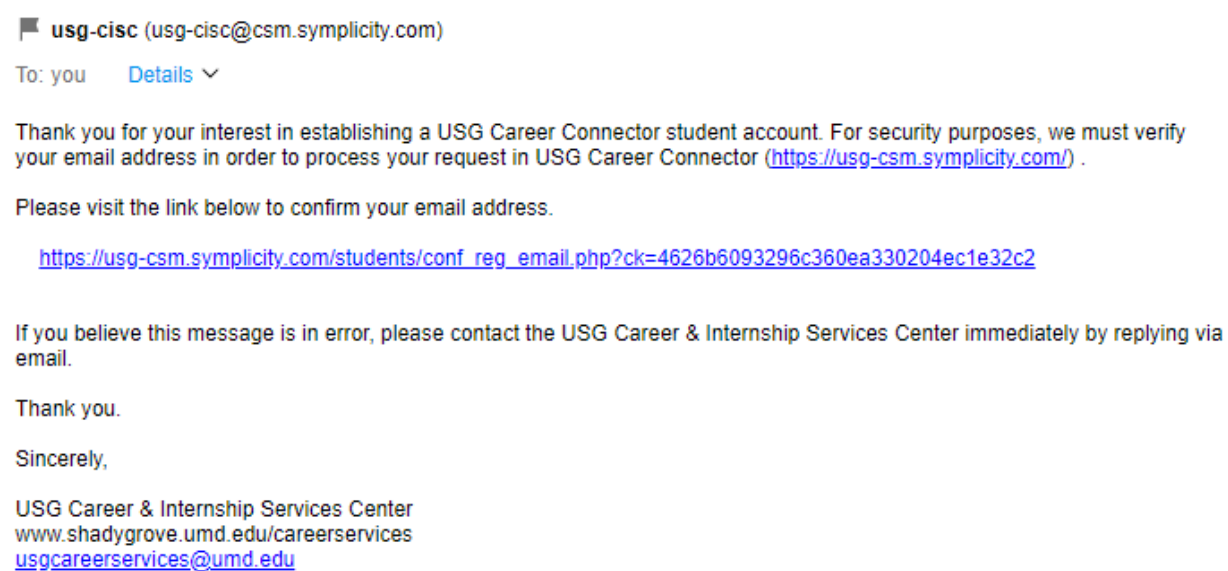


Career Connector: Creating an Account

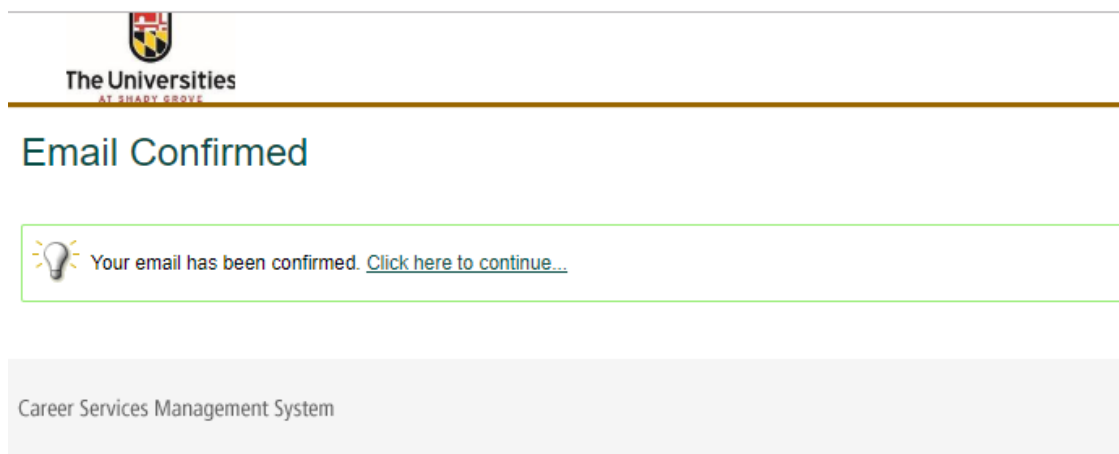
Step 1: Go to <https://usg-csm.symplicity.com/students/> and click Sign Up.

Step 2: Fill out all the required information and click submit.


Step 3: Sign into your email you used to create your account. There should be a message like the one below from the system asking you to verify your email.



Step 4: Click on the link to verify your email. You should be taken to a screen like this:



Step 5: Go back to your email. There should be a new email from the system asking you to set your password.

 **usg-cisc** (usg-cisc@csm.symplicity.com)

Mon, Dec 3, 2018, 2:25 PM

To: you [Details](#) ▾

Dec 03, 2018, 2:25 PM

Welcome to USG Career Connector, the Universities at Shady Grove's Career Management System. By having an active account on the system, you can schedule an appointment to see a career coach, RSVP to special events, and view and apply for various employment and internship opportunities. Employers list new openings weekly, so be certain to visit your USG Career Connector account regularly.

To access your account on USG Career Connector, go to <https://usg-csm.symplicity.com/students>.

Your Username is your email address: deb.zimmer@verizon.net

Your Password is: Please set your password using the following URL:

<https://usg-csm.symplicity.com/students/index.php?type=password&token=56bec1c1f4f5f2d64e52e394928f58f1>

Please retype the username and password into the login boxes. If you copy and paste your username and password you may receive an error. After logging in, please be sure to complete all account information fields and click 'yes' to be included in the Resume Book option. This will give you greater visibility to employers in your field. If you are having trouble logging onto the site, please send an email to usgcareerservices@umd.edu.

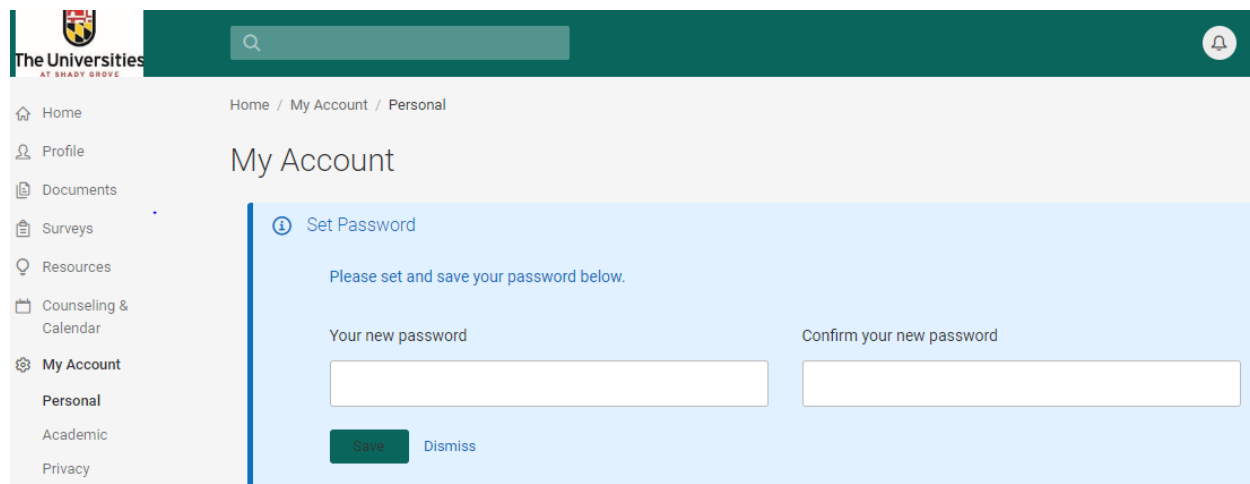
As a student at USG you have access to online career services via USG and your home campus institution. Please be sure to access both resources to learn about the many available opportunities as some employers post job opportunities at one location only. Each campus system will have its own username and password, even if your home campus uses the same software as USG.

We look forward to assisting you with your job or internship search. Please contact the Career & Internship Services Center at 301-738-6023 with any questions.

Sincerely,

The USG Career & Internship Services Center

Step 5: Click on the link in your email and set your password in the following screen.



The screenshot shows the 'My Account' page of the USG Career Connector system. The page has a dark green header with the 'The Universities at Shady Grove' logo on the left and a search bar and notification bell on the right. A sidebar on the left contains navigation links: Home, Profile, Documents, Surveys, Resources, Counseling & Calendar, and My Account. Under 'My Account', there are links for Personal, Academic, and Privacy. The main content area is titled 'My Account' and features a 'Set Password' section. This section includes the instruction 'Please set and save your password below.' and two input fields: 'Your new password' and 'Confirm your new password'. Below these fields are 'Save' and 'Dismiss' buttons.

You can now access USG Career Connector. Before scheduling an appointment or looking for jobs, you will be asked to complete your account information.

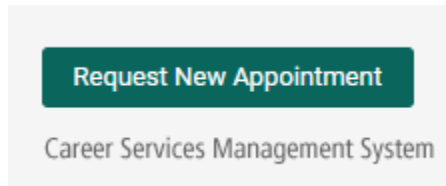
Career Connector: Scheduling an Appointment

Step 1: Click on the Counseling & Calendar tab (found in the left-hand navigation bar)

Step 2: From the foldout menu, select Counseling Appointment

NOTE: If your profile is not complete, you will need to complete it prior to scheduling an appointment.

Step 3: Click Request New Appointment



Step 4: Search for the most convenient and available appointment by using the following criteria options:

- Respond to the filter questions (Appointment Type, Appointment Date Range, Appointment Time Range, Days of the week). You do NOT need to respond to every question! At a minimum, choose your appointment type and dates/times.

A screenshot of a web form titled "Calendar". At the top, there are four tabs: "Agenda", "Day View", "Week View", and "Month View". Below the tabs, the form contains several sections: "Type" with a dropdown menu; "Date Range" with two date input fields (one containing "2018-12-03" and the other "2018-12-17") and "Select" buttons; "Time Range" with time input fields (one containing "09" and "00" with "am", the other "08" and "00" with "pm") and "Clear" buttons; "Counselor(s)" with a list of names (Ada Rodriguez, Barbara Goldberg, Beverly Greenfeig) and checkboxes; and "Days of the Week" with checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun. At the bottom left is a "Check Availability" button. A large green arrow points to this button from the right.

Step 5: Click Check Availability

Step 6: Click on the name of the counselor to select the appropriate appointment date/time.

Thursday, Dec 6, 2018 ▾

Ada Rodriguez

10:00 am

30 mins

Beverly Greenfeig

30 mins

Ada Rodriguez



11:00 am

30 mins

Ada Rodriguez

11:45 am

30 mins

Ada Rodriguez

1:00 pm

30 mins

Step 7: Select appointment type and add notes if desired.

Confirm Appointment

Time *
11:00 AM

Length *
30

Type

- Resume Review (In-Person) ▾
- Resume Review (In-Person)
- Resume Review (Virtual)
- Resume Review (Phone)
- Cover Letter Review (In-person)
- Cover Letter Review (Virtual)
- Cover Letter Review (Phone)
- Interview Preparation (In-Person)
- Interview Preparation (Virtual)
- Interview Preparation (Phone)
- Job/Internship Search Strategies (In-Person)
- Job/Internship Search Strategies (Virtual)
- Job/Internship Search Strategies (Phone)
- Internship Assistance (In-Person)
- Internship Assistance (Virtual)
- Internship Assistance (Phone)
- Career Development Planning (In-Person)
- Career Development Planning (Virtual)
- Career Development Planning (Phone)
- LinkedIn Coaching (In-Person)
- UMBC Prac (In-Person)

Step 8: Submit request. Confirmation will be sent via email once the appointment request has been approved.

Confirm Appointment

×

Type

Resume Review (In-Person) ▾

Additional Notes

Submit Request

Cancel

