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.

```
From: usg.cisc (usg-cisc@csm.symplicity.com)
To: you  Details ▼

Thank you for your interest in establishing a USG Career Connector student account. For security purposes, we must verify your email address in order to process your request in USG Career Connector (https://usg-csm.symplicity.com/).

Please visit the link below to confirm your email address.

https://usg-csm.symplicity.com/students/conf_reg_email.php?ck=4626b6929296c360ea330204ec1e32c2

If you believe this message is in error, please contact the USG Career & Internship Services Center immediately by replying via email.

Thank you.

Sincerely,

USG Career & Internship Services Center
www.shadygrove.umd.edu/careerservices
usgcareerservices@umd.edu
```

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

```
Email Confirmed

Your email has been confirmed  Click here to continue
```

Career Services Management System

**Step 5:** Go back to your email. There should be a new email from the system asking you to set your password.
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=560ec1c11f5f2d64e52e394928f58f1

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 usccareerservices@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

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

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.

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am</td>
<td>Ada Rodriguez</td>
<td>30 mins</td>
<td></td>
</tr>
<tr>
<td>11:00 am</td>
<td>Ada Rodriguez</td>
<td>30 mins</td>
<td></td>
</tr>
<tr>
<td>11:45 am</td>
<td>Ada Rodriguez</td>
<td>30 mins</td>
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</tr>
<tr>
<td>1:00 pm</td>
<td>Ada Rodriguez</td>
<td>30 mins</td>
<td></td>
</tr>
</tbody>
</table>

**Step 7:** Select appointment type and add notes if desired.
**Step 8:** Submit request. Confirmation will be sent via email once the appointment request has been approved.