# NACElink Symplicity: Creating an Account

**Create Account** 

Step 1: Go to http://bit.ly/students-usgcareerconnector 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.

usg-cisc@csm.symplicity.com
 To e.stams@yahoo.com

Today at 12:57 PM 🔺

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 (http://usg-csm.symplicity.com/).

Please visit the link below to confirm your email address.

http://usg-csm.symplicity.com/students/conf\_reg\_email.php?ck=af6418d6b7679d6e2d0c1104b58524f8

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

Reply, Reply All or Forward | More

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

The UNIVERSITIES CAREF SERVICES MANAGER MODULAR EDITION at Sthady Grove



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

#### usg-cisc@csm.symplicity.com

To e.stams@yahoo.com

Aug 23, 2016, 12:59 PM

Dear Community,

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 http://usg-csm.symplicity.com/students.

Your Username is your email address: <u>e.stams@yahoo.com</u> Your Password is: Please set your password using the following URL: <u>http://usg-csm.symplicity.com/students/index.php?type=password&token=0be065fd944109e6ca9494de139fa007</u>

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. IPlease contact the Career & Internship Services Center at 301-738-6023 with any questions.

Sincerely,

The USG Career & Internship Services Center Attachments: NaceLink-StudentSchedulingAppointment.pdf: http://usg-csm.symplicity.com/u/hxcuJBhg

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

≡	The UNIVERSITIES Q S	Password Requirements		CT Community Test 🗸 🛕
の 亡 ① 予 辛	e.stams@yahoo.com	<ul> <li>At least 6 total characters</li> <li>Strength Weak</li> <li>A good password is easy to remember but hard for strangers to guess.</li> <li>Uncommon words and foreign words work well, but only if you use 2-3</li> <li>together. Also helpful are non-standard uPPercasing, creative sppelllling, personal neologisms, and non-obvious symbols. Using easy substitutions such as S for S. @ for A or 0 for 0 makes</li> </ul>	Profile <b>0%</b> Complete	Getting Started Account Created Privacy Settings Personal Profile Academic Profile Resume
#} :=	Create your resume no	passwords easy to crack. Avoid common words and expected capitalization such as TableChair.	Confirm your new poseword	Shortouts
*— Ç	News Feed			Request a Counseling Appointment
>	The Universities at Fraudulent Employ	SAVE Dismiss		Jobs I Qualify For Career Explorer
×				Career Finder

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

Today at 12:59 PM 🚿

## **Schedule Appointment**

**Step 1**: Click on the **Calendar** → **Counseling Appointment** tab (found within the top menu bar)

Step 2: Click on the

Request New Appointment button

Step 3: Search for the most convenient and available appointment by using the following criteria options:

button

- Appointment Type ٠
- Appointment Date Range ٠
- Appointment Time Range
- Days of the week •

Step 4: Click on the Check Availability

2016-06-07		SELECT	to
2016-0	6-21	SELECT	
09 V	e 00 ▼ ai	m 🔻 CLE	AR to

Step 5: Click on the Open Slot link to select the appropriate appointment date/time.

Mon Tue Wed Thu Fri

CHECK AVAILABILITY BACK

10:45 am	Open Slot	90 mins
11:00 am	Open Slot	90 mins
11:15 am	Open Slot	90 mins
11:30 am	Open Slot	90 mins
11:45 am	Open Slot	90 mins
12:00 pm	Open Slot	90 mins
12:15 pm	Open Slot	90 mins

Submit Request 🕨

Step 6: Click on the

button. Option: Add additional notes, if necessary.

Confirm Appointment X					
	,	indicates a required field			
Date*	May 11, 2016				
Time*	11:00 am				
Length*	90				
Additional Notes	Test Note Only				
Submit Request	Cancel				
Submit Request	Cancel				

Confirmation will be sent via email once the appointment request has been approved