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.
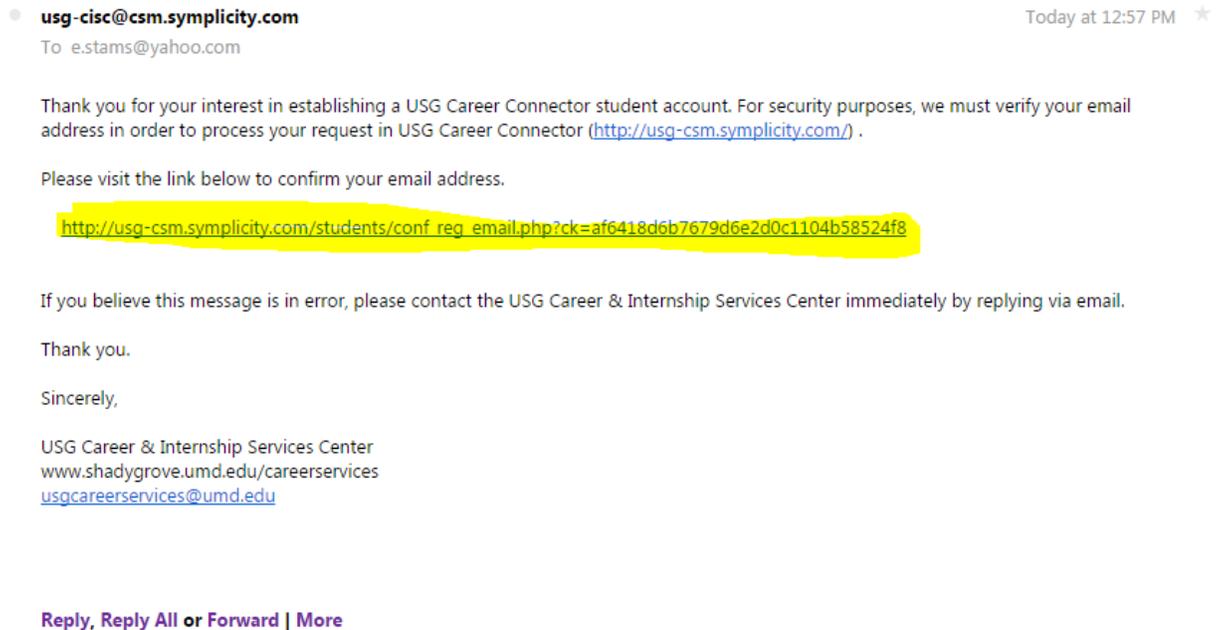
Step 4: Click on the link to verify your email. You should be taken to a screen like this.
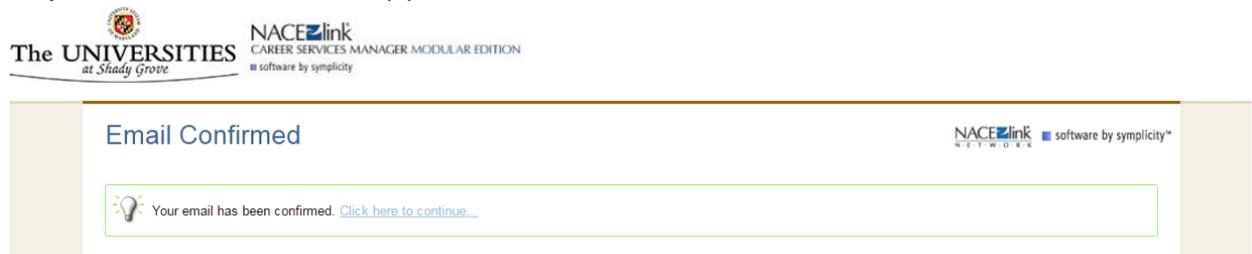
Step 5: Go back to your email. There should be a new email from the system asking you to set your password.
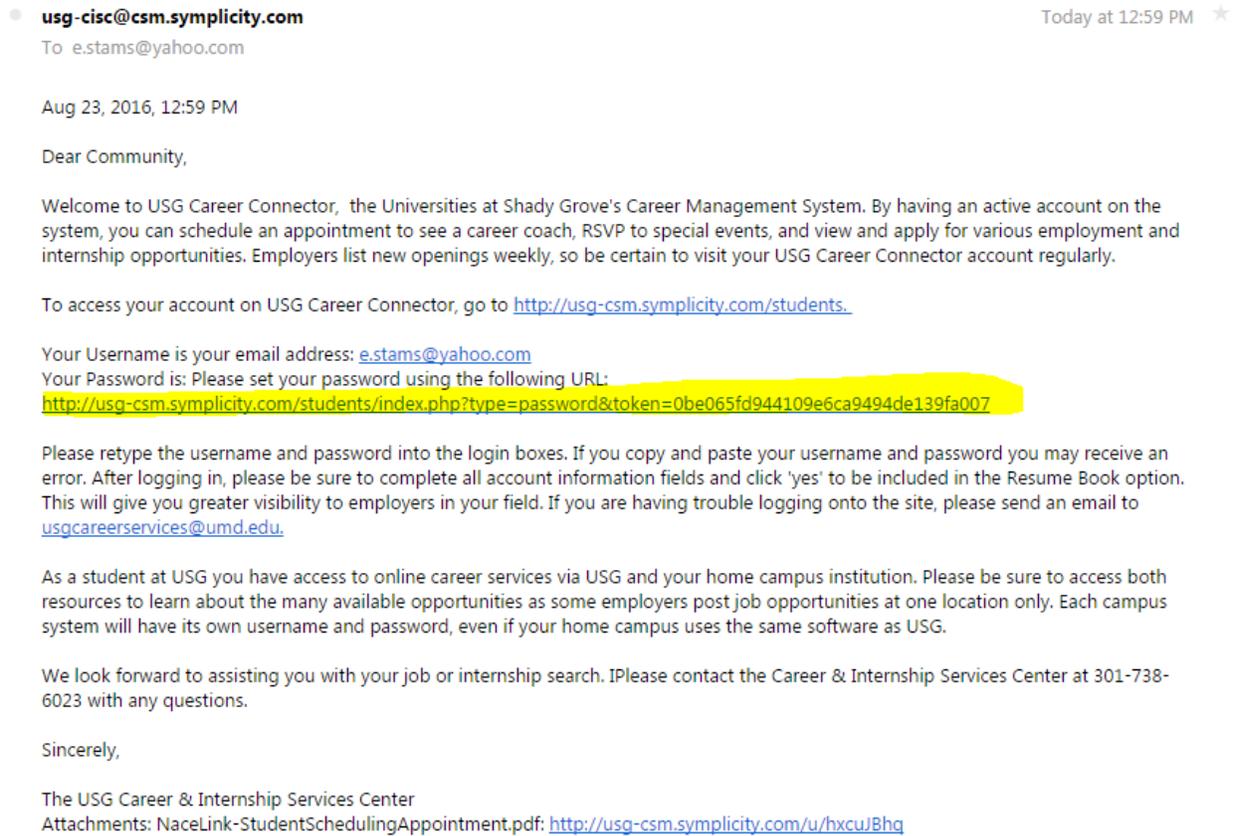
Step 5: Click on the link in your email and set your password in the following screen.
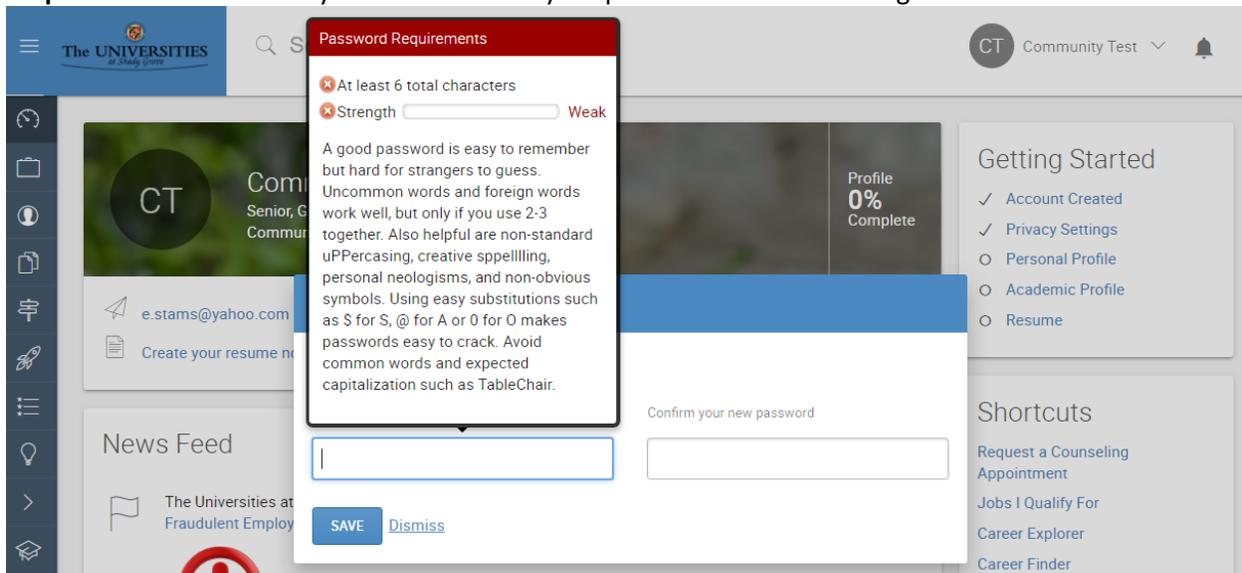
You can now access USG Career Connector. Before scheduling an appointment or looking for jobs, you will be asked to complete your account information.

Schedule Appointment

Step 1: Click on the **Calendar → Counseling Appointment** tab (found within the top menu bar)
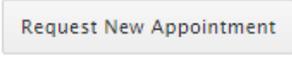
Step 2: Click on the [Request New Appointment] button

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

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

Step 4: Click on the [Check Availability] button

Type

[▼]

Date Range

[2016-06-07] SELECT to

[2016-06-21] SELECT

Time Range

[09 ▼] [00 ▼] [am ▼] CLEAR to

[06 ▼] [00 ▼] [pm ▼] CLEAR
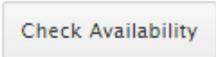
Step 5: Click on the Open Slot link to select the appropriate appointment date/time.

Days of the Week

☐ 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

Step 6: Click on the **Submit Request ▶** button. *Option: Add additional notes, if necessary.*

Confirm Appointment   ✕

* indicates a required field

Date*   May 11, 2016

Time*   11:00 am

Length*   90

Additional Notes   Test Note Only

Submit Request ▶   **Cancel**
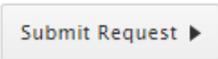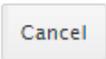
Confirmation will be sent via email once the appointment request has been approved