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Getting Started
This system allows you to create a profile, store documents, apply and search for jobs, participate in OCR, research employers, schedule counseling appointments, RSVP to workshops, career fairs, and info sessions, and manage your calendar.

Please keep in mind that your school may not have enabled all features that are available on the system. The main navigation bar will present which features your school has established for their students to utilize. Other features (e.g., online chat), may also be absent on your site if your school is not using the feature.

Schools may customize the name of a feature described in this guide. As such you may see different terms used on your site, versus the terminology used in this guide.

Navigation Bar
Ex.1- This site has “Networking”.

![Navigation Bar Example](image)
Ex. 2 This site does not have “Networking”.

Helpful hints while navigating the site

- Click on the help button at any time for help.
- Click on the printer icon, located on the top right to create a printer friendly image of any screen.
- Breadcrumbing shows the students their current location with the ability to click to the parent page or section in one click.

System Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>What to Look For</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible Mode</td>
<td>☑️ Accessible Mode: Off</td>
<td>Disables select interface enhancements to ensure users of assistive technologies have full and equal access to all aspects of this web site.</td>
</tr>
<tr>
<td>Add New</td>
<td>+ Add New</td>
<td>Allows the applicant to add a new item.</td>
</tr>
<tr>
<td>Apply</td>
<td>Apply</td>
<td>Click to bid to OCR.</td>
</tr>
<tr>
<td>Back</td>
<td>🔋 Back</td>
<td>Returns the user to the previous screen.</td>
</tr>
<tr>
<td>Browse</td>
<td>Browse...</td>
<td>Used to search for a file on your computer system to upload into the Symplicity database.</td>
</tr>
<tr>
<td>Action</td>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cancel</td>
<td><img src="image" alt="Cancel" /></td>
<td>Return to the previous page without saving changes.</td>
</tr>
<tr>
<td>Clear</td>
<td><img src="image" alt="Clear" /></td>
<td>Clears selected search criteria.</td>
</tr>
<tr>
<td>Decline Interview</td>
<td><img src="image" alt="Decline" /></td>
<td>Declines interview invitation.</td>
</tr>
<tr>
<td>Delete</td>
<td><img src="image" alt="Delete" /></td>
<td>This button deletes an item.</td>
</tr>
<tr>
<td>Export to Excel</td>
<td><img src="image" alt="Export" /></td>
<td>Exports the selected items to Excel.</td>
</tr>
<tr>
<td>Help</td>
<td><img src="image" alt="Help" /></td>
<td>Opens the help topics window. (Note: The Help button is located at the top right-hand corner of the screen.)</td>
</tr>
<tr>
<td>Jump</td>
<td><img src="image" alt="Jump" /></td>
<td>Moves directly to and displays the selected page (in a multi-page list)</td>
</tr>
<tr>
<td>Next</td>
<td><img src="image" alt="Next" /></td>
<td>Shows the next page (in a multi-page list).</td>
</tr>
<tr>
<td>Previous</td>
<td><img src="image" alt="Previous" /></td>
<td>Shows the previous page (in a multi-page list).</td>
</tr>
<tr>
<td>Required Field</td>
<td><img src="image" alt="Required" /></td>
<td>Indicates data entry into this field is required before the Save or Submit button can be used.</td>
</tr>
<tr>
<td>Reschedule</td>
<td><img src="image" alt="Reschedule" /></td>
<td>Allows you to reschedule your interview time.</td>
</tr>
<tr>
<td>Save</td>
<td><img src="image" alt="Save" /></td>
<td>Saves your work and leaves you on the current page.</td>
</tr>
<tr>
<td>Schedule Interview</td>
<td><img src="image" alt="Schedule" /></td>
<td>Allows you to accept your interview and pick your time slot (if applicable).</td>
</tr>
<tr>
<td>Search</td>
<td><img src="image" alt="Search" /></td>
<td>Button where the user clicks to apply the desired search.</td>
</tr>
<tr>
<td>Select Resume Books</td>
<td><img src="image" alt="Select" /></td>
<td>Click to select opt-in resume book(s) you are interested in participating.</td>
</tr>
<tr>
<td>Submit</td>
<td><img src="image" alt="Submit" /></td>
<td>Saves your work and brings you back to the previous screen.</td>
</tr>
<tr>
<td>Withdraw</td>
<td><img src="image" alt="Withdraw" /></td>
<td>Click to withdraw OCR bid.</td>
</tr>
</tbody>
</table>
Log-in

Logging into the system

I. Type your username and password in the “Username” and “Password” fields and click “Go”.

Sign In Page

Forgot my password

I. If you forget your password click on the “Forgot my password” tab and you will be prompted to submit your username and click “Go”.

II. If your username matches a username in the system, you will be sent an email with a new password (password is actually reset to the version sent to you in the email).
Change Password

I. Once you have logged in, go to the “Profile” tab to change your password.

II. Click on the “Password/Preferences” tab.

III. Type your new password in the “New Password” field and then re-enter it in the second “New Password” field and click “Save”.

![Diagram of the password change process]
Home

The Homepage

I. View at-a-glance features of CSM (Announcements, Quicklinks, Calendar, Alerts, etc.) by clicking on the Home link in the top toolbar.

II. Students can review CSM messages from administrators from the “Announcements” section.

III. Access all system sections with one click by clicking on the various Quick Links.

Homepage Screen
Profile

You may be redirected to the Profile section when logging in if your school requires you to fill out required profile fields before utilizing any other system features.

Build a personal profile

I. Build a personal profile (contact information, change password, etc.) by clicking on the “Profile” main navigation.

II. Click on the Personal Information tab to update email address and other contact information. It is imperative to keep your email address current as this is the address that will be used for important system messages that are sent out from the system.

III. Click on Academic Information to update graduation date and other school information. It is important to keep this information current since this is what is used when employers conduct resume book or applicant screening searches.

IV. Update your privacy settings by clicking on the “Privacy” tab. Privacy settings include: being included in receiving emails from your career services office, allowing your career services offices to include your resume in resume books, and receiving text message reminders.

V. Report employment information by clicking on Placements, Co-op, or NACE Salary Survey tab.

VI. Update system access by clicking on the Password/Preferences tab to update your password.
Profile Screen

Review CSM Activity

I. View a log of all the logged CSM actions clicking on the “Activity Summary” tab.

II. Filter the activity list by selecting the month, day and year in the date dropdown menu at the top.

III. View specific details about an action such as IP Address, Action Type and User ID by clicking on a link in the Date/Time column.

Activity Summary Screen
Documents

Manage Documents

I. View existing and upload new documents (resumes, cover letters, unofficial transcripts, writing samples and other documents) by clicking on the “Documents” main Navigation.

II. Click on the “add new” button to upload a new document.

III. If you are uploading a document file (e.g., “*.doc”), the system will convert the document to pdf. Alternatively, you can upload a “*.pdf” directly to the system.

IV. If your career services office approves resumes, the document will be located in the Pending Documents tab until it is approved.

V. The “Make Default” button designates a main resume that will be the first option when submitting a resume to employers, and with permission, will appear in employer resume books.

VI. Submit your resume in an Opt-in Resume Book.

VII. View helpful documents uploaded by your administrator in the “Document Library” tab.

Documents Screen
Add/Delete Documents

I. After clicking the “Add New” button, enter a document title in the Label field.

II. Select a Document Type.

III. Click on “Browse” button, select a file to upload.

IV. Click the “Submit” button.

New Document Screen
**Opt-In Resume Book**

I. Opt-in resume books are those where the student pro-actively puts their resume into the book.

II. Click on the “Opt-In Resume Book” tab to submit and view available Opt-in resume books.

III. Click on the “Select Resume Books” button for the resume you would like to submit to an opt-in resume book.

IV. Check off the book(s) you would like to participate in under the “Target Opt-In Resume Book” field and click “Submit”.

![Image](image_url)
Jobs
The Job Postings section displays employer job postings. Students may submit resumes to both on-campus recruiting (OCR) job postings and non-OCR job postings. Additionally, students may set Search Agents to schedule automated job searches with email alerts.

Search & View Jobs
I. View job postings by clicking on “Jobs” from the top navigation bar.

II. Search the job list by a variety of search filters (i.e. Position Type, Industry) located under the dropdown menus at the top.

III. Find a specific job by inputting details into the “Keywords” box on the top left, and then clicking the “Search” button.

IV. From the “Advanced Search” tab, refine the job list by utilizing Keywords, Majors, Work Authorization, Locations, Position Types, etc and clicking the “Submit” button.

V. View all submitted job applications by clicking on the “Applications” tab.

VI. Add a job to the Favorite list by clicking the star icon.

VII. View information such as the description, important dates, and location by hovering over the Quick View (binocular) icon.

VIII. Apply, check application status, and review application documents by clicking the “Apply” or “Applied” button
Job Postings Screen

![Image of job postings screen]

- **I.** Shows search options for job titles, descriptions, and keywords.
- **II.** Filters for position type and location.
- **III.** Filters for miles and zip code.
- **IV.** Job listings summary filter.
- **V.** Job listings search results.
- **VI.** Details of a job posting: Accountant.
- **VII.** Details of a job posting: Analyst.
- **VIII.** Details of a job posting: Cooking Internship.
Position Details

I. Add Job to Favorites by clicking on the star icon next to the job title.

II. Review information about the employer by clicking the Employer Profile icon.

III. Apply to the job or review application materials by clicking the Apply or Applied icon.

IV. Review related resources made available by the career services staff.

Apply for Jobs

I. Review Position Details by clicking on the link in the “Job Title” column or clicking the “Apply” button.
II. Submit your documents by choosing the appropriate document name from the various document dropdown menus, and clicking the “Submit” button.

Favorite Jobs
I. Keep a list of Favorite jobs by clicking on the star icon next to the job title from the job list or within the job posting.

II. You can then view, rank and manage your Favorite Jobs under the “Favorites” tab.

III. Remove from favorites by clicking the red X in the Remove Favorite column.

IV. Rate jobs by highlighting the desired number of stars.
**Advanced Search & Search Agents**

I. Conduct a more in depth search of job postings by clicking on the “Advanced Search” tab.

II. From the “Advanced Search” tab save an advanced search as a search agent by check-marking “Save As”, and then inputting a name in the Search Agent field.

III. View a list of search agents by clicking on the “Search Agents” tab.

IV. Review and/or edit a Search Agent by clicking on a link in the “Label” column.

V. Enable a Search Agent by clicking Yes, and then setting a “Period”, a “Multiple”, and then clicking the “Submit” button.

VI. CSM will run enabled Search Agents automatically, and then email the results.
Search Agent

job postings

Submit  Back

**Label**: My Jobs

**Enabled**: Checking 'yes' will enable your agent to be run on a scheduled basis.

- yes  no

**Period**: Select a frequency for this agent to run.

- Week

**Multiple**: The value entered here will be used to determine how frequently your agent is run.
(Example: Period=month, Multiple=2, Agent will be run every 2 months.)

- 1

**Include only new results**: Checking 'yes' will only include new results posted since the last run date

- yes  no
Employers
The Employers section enables students to browse employer profiles and designate Favorites

Research Employers
I. View information about employers by clicking on “employers” from the top navigation bar.

II. Find a specific employer by filtering the various search fields, and then clicking the “Search” button.

III. View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the “Organization” column.

Employer Listing Screen
**Favorite Employers**

I. Place an employer under the “Favorite Employers” tab by clicking on the star icon in the Favorites column.

II. View the Favorite Employers by clicking on the Favorite Employers tab.

<table>
<thead>
<tr>
<th>Employers</th>
<th>Favorite Employers</th>
<th>Favorite Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry</td>
<td>Keywords</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Campus Events?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Legend: 
- **Interviews**
- **IS - Information Session**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Website</th>
<th>On Campus</th>
<th>Present</th>
<th>Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASIA TECHNOLOGY GROUP INTERNATIONAL (ATGI)</td>
<td><a href="http://atgi1.biz/">http://atgi1.biz/</a></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Acme Motors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Kelly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Supply</td>
<td><a href="http://www.arkelly.com">http://www.arkelly.com</a></td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

III. Take employers out of Favorites by clicking on the red “x” icon in the Remove Favorites column.

IV. View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an underlined employer name in the “Organization” column.

V. Create a spreadsheet of favorite employers by (a.) selecting the checkboxes next to the employer’s name and (b.) then clicking the “save as excel” button under “Batch Options”.

For more information, please refer to the CSM User Guide 3.0.
Research Contacts

I. View information about contacts by clicking on “Contacts” from the top navigation bar.

II. Find a specific contact by filtering the various search fields, and then clicking the “Search” button.

III. View contact information such as email, address, and phone number by clicking on an underlined contact name in the “Contacts” column.

Contact Listing Screen
Favorite Contacts

I. Place an employer under the “Favorite Contacts” tab by clicking on the star icon in the Favorites column.

II. View the favorite contacts by clicking on the Favorite Contacts tab.

III. Take contacts out of Favorites by clicking on the red “x” icon in the Remove Favorites column.

IV. View contact information such as email, address, and phone number by clicking on an underlined contact name in the “Contacts” column.

V. Create a spreadsheet of favorite contacts by (a.) selecting the checkboxes next to the contact’s name and (b.) then clicking the “save as excel” button.
Interviews
The Interviews section enables students to manage their on-campus interviews.

Interviews Management
I. View information about on-campus interviews by clicking on “Interviews” from the top navigation bar.

II. View a list of scheduled interviews by clicking on the “Scheduled Interviews” tab.

III. View interview details by clicking on the link in the “Interview Date” column.

IV. Reschedule or cancel an interview by clicking the buttons in the last column.

Scheduled Interviews
I. Change the date and time of the interview by clicking the Reschedule button. (The Reschedule button will not cancel the existing interview until a new time-slot is selected.)

II. Unschedule an interview by clicking the “Cancel Interview” button.
Interview Requests

I. View a list of the positions applied for by clicking on the Interview Requests tab.

II. The “status” column will show the current status of your interview request.

III. The “options” column will list all of the available options for each interview request.

Schedule Interview

I. After clicking the “Schedule Interview” tab on the “Interview Requests” tab you will select your interview time and click “submit”.

II. Once the interview time is selected your interview will then show up under the “Scheduled Interviews” tab.
Networking
The Networking section enables students to search the mentor network as well as express interest in mentors.

Professional Network
I. View the contacts participating in the Professional Network by clicking on “Networking” on top navigation bar.

II. View professional profile by clicking on desired mentor’s last name.

III. Conduct in depth searches by clicking on the “detailed search” tab.

IV. Mark contacts as favorites by clicking on the star icon in the options column.

V. Save your detailed searches under the “Saved Searches” tab.

Professional Network Listing Screen
Express Interest in Mentor

I. Select a mentor by clicking on the last name and click on the “Interested” button to express interest in this mentor.

II. To withdraw interest, click on the “Withdraw Interest” button.

III. Once mentoring is complete, click the Mentoring Complete button.
Surveys

The Surveys section enables students to fill out surveys that the career services office has created. You may be redirected to the surveys section when logging if your career center is requiring that a survey is completed before utilizing other system features.

I. Click on the “Surveys” tab to see available surveys.

II. Click on the “Respond” tab to view and submit answers to the survey.

III. Complete the survey and click “Submit”.

---

Surveys

<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Workshop Feedback</td>
<td>Sep 07, 2010</td>
<td>Dec 07, 2010</td>
<td>-</td>
</tr>
</tbody>
</table>

---

Resume Workshop Feedback

Response

Did you find the workshop informative? [ ] yes [ ] no

What was the most important fact you learned?

How can we better help prepare and inform students for writing resumes?

Submit [ ] Save [ ] Cancel
Events
The Events section enables students to view information regarding upcoming career fairs, information sessions, and workshops.

Career Fairs
I. View upcoming Career Fairs by (a.) clicking on the “Events” link on the top navigation bar and (b.) then clicking on the “Career Fairs” tab.

II. View career fair participants, related information, and RSVP for the event by clicking on the Fair name link or register for fairs designated for students.
   - Upon RSVP’ing for a fair you will be able to designate which employers you are interested in. Please note, that employers will be able to see your default resume if you noted interest in them.

Career Fairs Listing Screen

![Career Fairs Listing Screen Image]
Information Sessions

I. View upcoming Information Sessions by (a.) clicking on the “Events” link on the top navigation bar and (b.) then clicking on the “Information Sessions” tab.

II. View information session information, and RSVP for the event by clicking on the desired information session name link.

III. Find a specific information session by filtering the various search fields, and then clicking the “Search” button.

IV. You can also RSVP by clicking the “RSVP” button.

Information Session Listing Screen
Workshops

I. View upcoming Workshops by (a.) clicking on the “Events” link on the top navigation bar and (b.) then clicking on the “Workshops” tab.

II. View workshop information, and RSVP for the event by clicking on the workshop name link.

III. Find a specific workshop by filtering the various search fields, and then clicking the “Search” button.

IV. You can also RSVP by clicking the “RSVP” button.

Workshop Listing Screen
Calendar

Important Dates and Personal Event

I. View important dates for the upcoming weeks by clicking on “Calendar” on the top navigation bar.

II. Review important dates by clicking on the highlighted dates in the inset calendar on the right.

III. Search for Info Sessions or OCR events at the top of the calendar.

IV. Click on a link in an Event to view event details.

V. Create or review events by clicking into any of the timeslots.

VI. Create personal events by clicking on the “My Personal Calendar” tab.

VII. Schedule counseling appointments.

Calendar Screen
Counseling

I. Create a counseling request by (a.) clicking on the “Calendar” tab on the top navigation bar and then (b.) clicking on the “Counseling Appointment” tab and click “New Appointment”.

II. Set counselor or appointment time filters to show available times that meet the criteria.

III. Click on a date to see available appointments and select the desired time.

IV. Once a time is selected, the details will appear and click “Submit Request”