Alumni Quick Guide to MSPP’s CareerLink

1. Go to https://williamjames-csm.symplicity.com and click on Student/Alumni on the left-hand side.

2. Click on Register on the right-hand side in order to register for a new account. Fill out the required contact and academic information. You should receive a confirmation email shortly. If not, please check your Junk or Spam email folders.

3. Once you receive confirmation of your account, go back to https://williamjames-csm.symplicity.com and click on Student/Alumni on the left-hand side. Then type your username and password into the log-in section on the left-hand side.

4. Click on Profile in the header to edit your personal and academic information. You can also edit your privacy information and password under this section. Don’t forget to click on Save Changes on the bottom of the page when you are done.

5. Click on Documents in the header to upload your resume, CV, cover letter or other documents. Click on Add New, then write a description in the label section, choose a document type and click on Choose File to upload a file from your computer. Don’t forget to click Submit on the bottom of the page when you are done. Wait for the document to finish converting (check under status) before you move from the page.

6. Click on Employers in the header to search through employers and look at their profiles.

7. Click on Jobs in the header and then select either Local Job Search for locally posted jobs or NACElink Extended Job Search for nationally posted jobs.