



<https://shsu-csm.symplicity.com/>



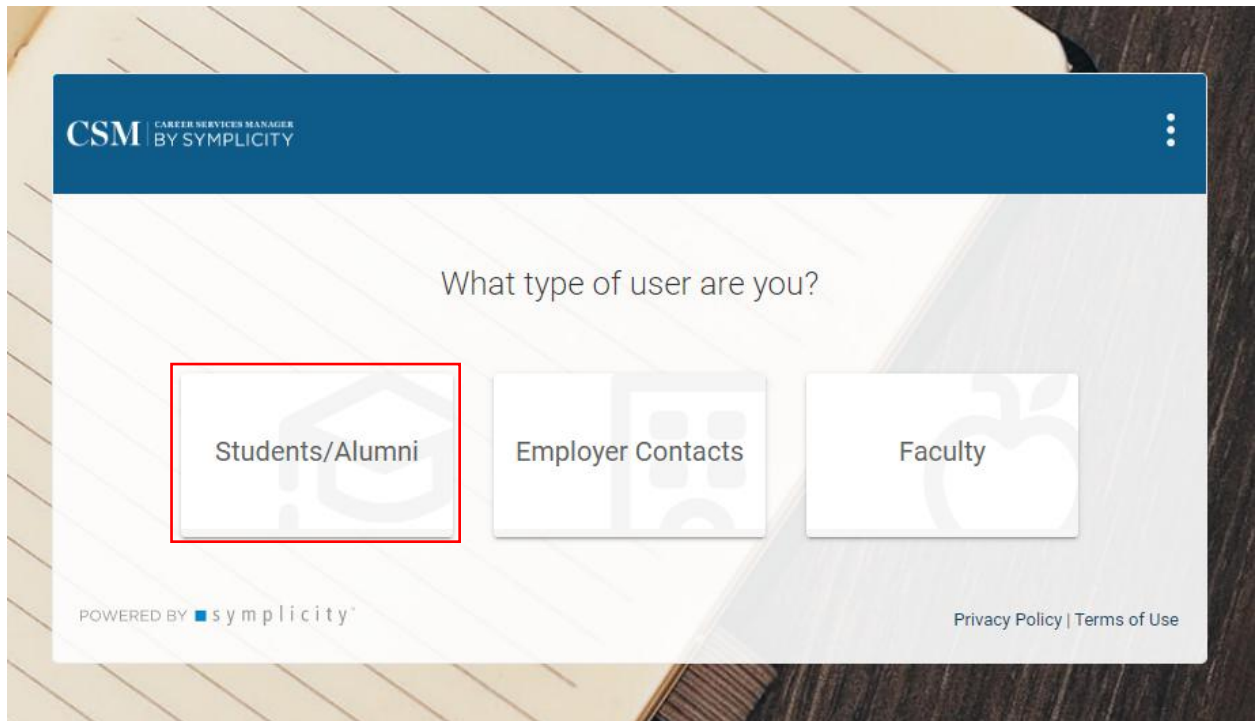
Student Intro Guide

**Login and navigation** on the Student/Alumni Interface

## Step 1: Login to the Platform

- Open your favorite web browser and navigate to:

<https://shsu-csm.symplicity.com/>



Step 2: You will be prompted to login. Enter your username and password. We are using the Single Sign On feature which allows you to use your MySam credentials to login.

The screenshot displays the CSM (Career Services Manager) interface, powered by Symplicity. The top navigation bar is blue with the CSM logo and a menu icon. The main content area is split into two columns. The left column, titled 'Sign In', prompts the user to enter their username and password. The username field is highlighted with a red border and includes a hint '(your email address)'. Below the password field is a 'Student/Alumni Sign In' button and a 'Forgot Password' link. A disclaimer states that by clicking the sign-in button, the user agrees to the institution's privacy policies and terms. The right column, titled 'Sign Up', features a background image of a desk with a computer and a red chair, with the text 'Signing up takes just minutes.' and a 'Sign Up' button. At the bottom, there is a section titled 'Take your career search mobile' with buttons to download the app from the App Store and Google Play. The footer indicates the system is 'POWERED BY symplicity'.

CSM | CAREER SERVICES MANAGER  
BY SYMPPLICITY

### Sign In

Please enter your username and password.

Username  
(your email address)

Password

Student/Alumni Sign In

Forgot Password

By clicking Student/Alumni Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

### Sign Up

Signing up takes just minutes.

Sign Up

Take your career search mobile

Download on the App Store

GET IT ON Google Play

POWERED BY symplicity

## Step 3: Navigate to the Homepage

The screenshot displays the Symplicity CSM student interface homepage. The interface is organized into several sections, with numbered callouts indicating key navigation elements:

- 1**: Points to the top navigation bar, which includes the CSM logo, a search bar, and links for Jobs, Events, Employers, Resources, Counseling, and a TA (Tutor Assistant) button.
- 2**: Points to the TA button in the top navigation bar.
- 3**: Points to the "Take Your Job Search Mobile!" banner, which promotes downloading the Symplicity Jobs and Careers app. The banner includes a "Download the App" button.
- 4**: Points to the "Experiential Learning" tile, which offers a link to gain experience with co-ops or internships. Other tiles in this row include Interviews, Career Explorer, Public Profile, and Add a Resume.
- 5**: Points to the "Upcoming Events" section, which lists three events: Resume Writing Workshop, Learn about Bebo, Inc. with Bebo, Inc., and Fall 2022 Test Event.
- 6**: Points to the "Latest Jobs" section, which displays four job listings: Recruiter at Mack's Company, Manager at Bebo, Inc., CSM Super User at Awesome Test Employer, and Awesome Job Title at Awesome Test Employer.
- 7**: Points to the "Announcements" section, which features a post about downloading the Symplicity Jobs & Careers App.

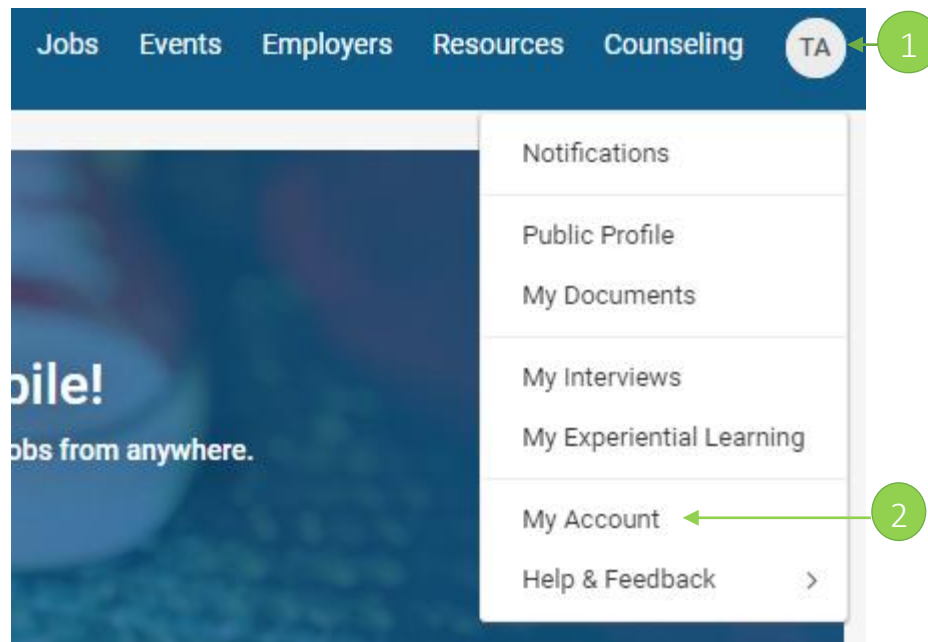
- ① Navigation Menu
- ② Account & Settings Menu
- ③ Banner Annoucements
- ④ Homepage Tiles
- ⑤ Upcoming Events
- ⑥ Latest Job Postings
- ⑦ Announcements

## Step 4: Update your Info

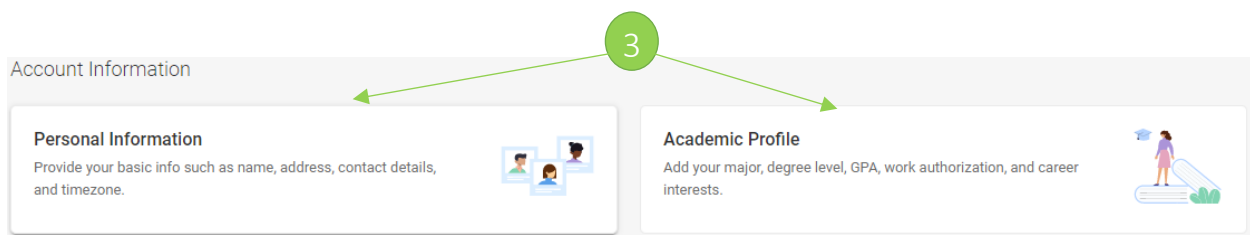
Now is a good time to review your information and update it as necessary.

① Open **Account & Settings Menu**

② Select **My Account**



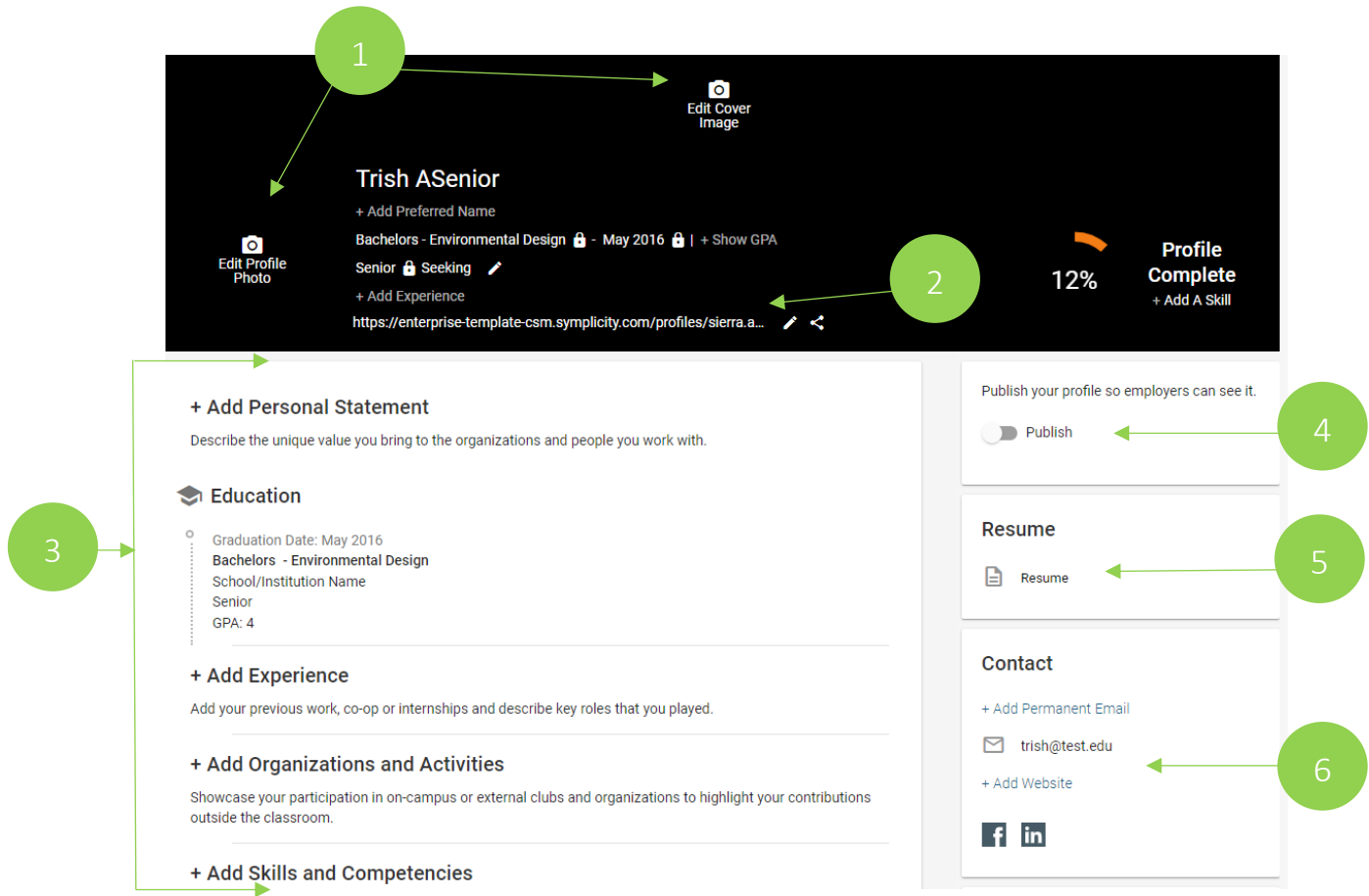
③ Edit the info in **Personal Information** and **Academic Profile**



## Edit your **Public Profile**

CSM allows you to build your personal brand and present yourself to recruiters and future employers in the best way possible.

Edit your **Public Profile** and start building your personal brand!



- ① Add a profile picture and cover image
- ② Shareable link to your profile
- ③ Personalize your experience
- ④ Publish your page to allow employers to find you
- ⑤ Add your resume
- ⑥ Customize your contact information and link to other professional sites