NACElink Symplicity: Creating an Account

Create Account

Step 1: Go to [http://bit.ly/students-usgcareerconnector](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@cm.symplicity.com
To: e.stains@yahoo.com

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.crm.symplicity.com](http://usg.crm.symplicity.com))

Please visit the link below to confirm your email address.

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
```

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.

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-csc.smplicity.com/students.

Your Username is your email address: e.stams@yahoo.com
Your Password is: Please set your password using the following URL: http://usg-csm.smplicity.com/students/index.php?type=password&token=0be065fd3441b986c39484de179fa007

Please type 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. Please contact the Career & Internship Services Center at 301-738-6028 with any questions.

Sincerely,

The USG Career & Internship Services Center

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

**Step 5:** Click on the **Open Slot** link to select the appropriate appointment date/time.
Step 6: Click on the Submit Request button. Option: Add additional notes, if necessary.

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