



Symlicity Student User Guide

The Medgar Evers College Career Management Services Center utilizes Symlicity database to:

- Review and store your resume
- Send you announcements about workshop/events, opportunities, surveys, other pertinent career information
- Maintain an events calendar

In addition you can use Symlicity to:

- Search and apply for jobs, internships, and other opportunities
- Allow recruiters to view your resume
- Access relative videos, articles, help tips and more in the Document Library
- Manage your resumes, cover letters, writing samples and other documents

GETTING STARTED

ACTIVATING & ACCESSING YOUR ACCOUNT

To access Symlicity go to www.mec.cuny.edu/cmssc and click on the icon:

You can also gain access by going to: www.mec-cuny-csm.symlicity.com/students



Note: every student has an account on Symlicity that is attached to your MEC email address. To activate your account, contact the Career Center with your

First & Last Name and your preferred email address.

You will be sent an email to your preferred email address with a link to activate your account. Make sure to check your junk mail.

To contact the Center email or call
cmssc-symlicity@mec.cuny.edu * 718.270.6055

NAVIGATING SYMPPLICITY

HOME PAGE

The Symlicity homepage provides access to all sections of the system.

In addition to the navigation bar what you will see on the front page is a **News Feed**.



Click on "Show Me" to customize your news feed. You can click on what information you want to show up on your front page.

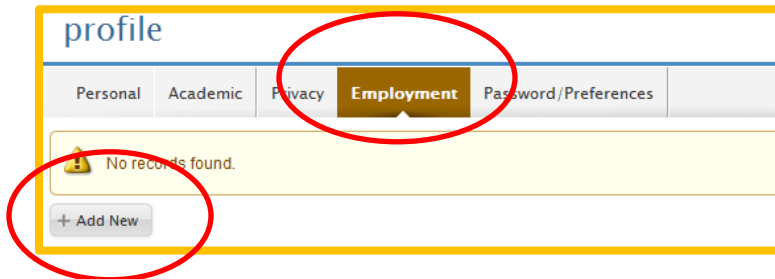
PROFILE

Clicking on the “My Profile” tab will take you to your **Personal**, **Academic**, and **Employment** profiles, **Privacy** settings, and **Password/Preferences** settings.



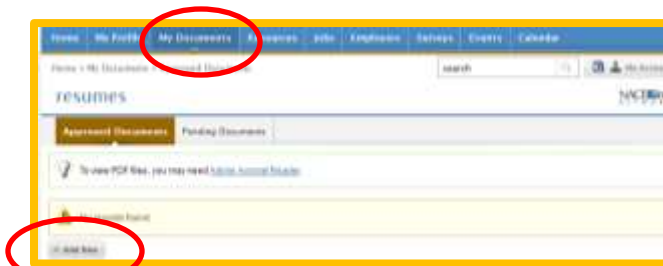
Make sure to update your personal information every time you change your phone number or email address. Update your academic profile at the end of each semester to indicate your current class status and G.P.A.

Filling out the **Employment Profile** will help you keep track of all of your jobs (volunteer, full time, part time, seasonal, etc.) in one central location so that when you are creating your resume you have all your information on hand.

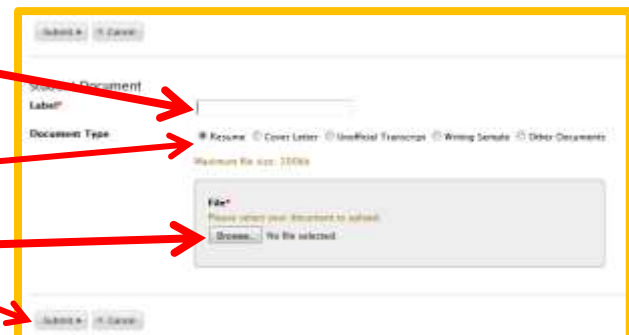


MY DOCUMENTS

To upload a document, go to the “My Documents” tab and click on the “Add New” button.



1. Name your
2. Indicate the type of document you are uploading
3. Click to find the file you want to upload, then submit

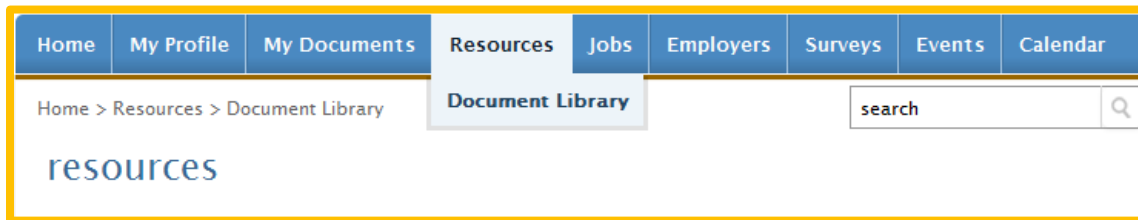


Once you have uploaded your document, if it is a resume, it will go into pending form review. All other documents will be uploaded to your profile without having to be reviewed.

Note: Only resumes require approval

RESOURCES / DOCUMENT LIBRARY

The Document Library is updated on a regular basis and consists of all Career Services publications, help guides, workshops, videos, and other support materials. Almost every question you have about managing and developing your career should be answered in some publication Document Library. If there is something you don't see that you think will bring value, please let us know and we will assess to include it.



DO NOT OVERLOOK THE DOCUMENT LIBRARY!!!
The resources available in the library are PRICELESS.
You might be tempted to jump ahead to the job search engines, but make sure you review documents and videos on job search, interviewing skills, optimizing your resume and more BEFORE applying to jobs and opportunities.

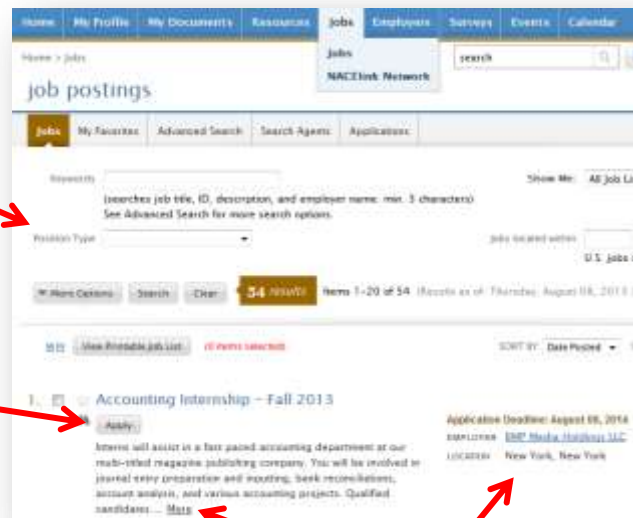
OPPORTUNITIES: JOBS / INTERNSHIPS / VOLUNTEERISM / ENGAGEMENT

Syplicity provides two Opportunity search engines. By clicking on the **Jobs** tabs you will gain access to **Job Postings** which are positions posted specifically to Medgar Evers College students and **NACELink Network** which are all opportunities posted to the national network.

Customized by the Career Center, this list consists of the type of opportunities we currently offer

- Full Time
- Part Time
- Student Employment
- Leadership Conferences
- Leadership Opportunities
- Internship
- Volunteerism

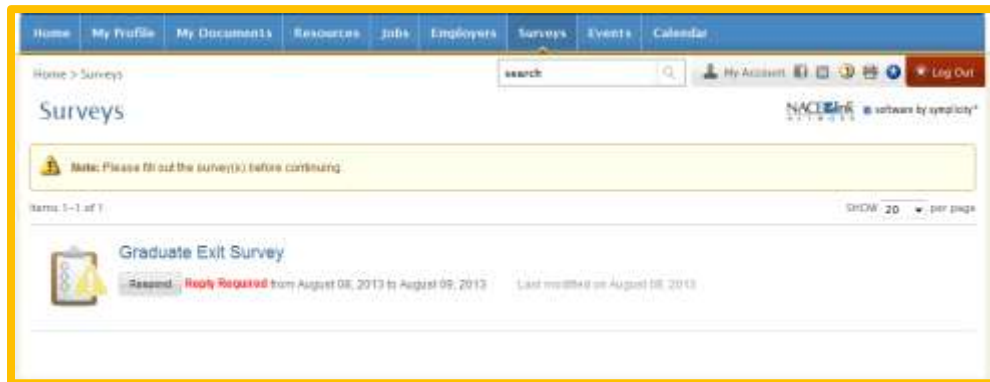
Once you have an approved resume you will be able to apply for positions that interest you



Make sure to read everything about the position before applying

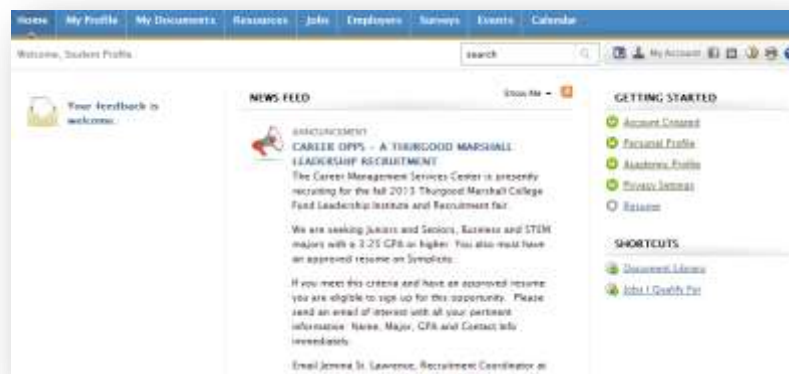
SURVEYS

In order to better service our students and alumni the Career Center periodically sends out surveys and evaluations on various matters. Some surveys are optional, however, there will be times you are required to complete a survey. If this is the case, when you log into your account your home page will look like the screen shot below:



You must complete and submit the survey before you will regain access to other sections of the site. Keep in mind, the information gathered is for your benefit.

EXPLORE



There are many more features on Symplicity and tools that are for your benefit. Take time to explore and fully utilize the system.