

Yale Career Network Alumni – New User Guide

Welcome to the Yale Career Network! This guide is intended to help Yale Alumni who are registering with the Yale Career Network (YCN) and have never used it in the past. To get started, below are helpful instructions, including screenshots. If you have questions at any time, please email career.network@yale.edu or call 203-432-0805 and ask for Stephanie Glover in [Yale's Office of Career Strategy](#).

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How to Register

In order to start using the Yale Career Network in Symplicity, you will first need to register. Please proceed to <https://yalecareer-csm.symplicity.com/mentors> (shown below). This will allow you to start your YCN registration for the network. Enter the email address that you would like to be contacted with when using the Yale Career Network and select yes for alumni.

File Edit View History Bookmarks Tools Help

Yale Consortium x The New Yale Career Netw... x Yale Consortium x +

https://yalecareer-csm.symplicity.com/mentors/ yale webmail

Most Visited Getting Started https://yalecareer-csm...

Yale

Submit ▶ * indicates a required field

Yale Career Network

Welcome to the Yale Career Network! Please start your registration below.

Email* Please provide your email address currently on record for Yale University. Yale's Office of Career Strategy will use this current email address to provide you with updates about this resource. This email will also be your initial username for the system. You can change your email once you are logged into the system.

Alumni? Yale Alumni – please select "yes" below; Current Students – please select "no".

yes no

Submit ▶

11:22 PM 8/20/2015

Registration Page

Once you hit submit, you will be asked to complete your Yale Career Network Profile and a few questions that will help us verify that you are a Yale alum. Once we have approved your registration, you will receive notification from our office that you can start using the Yale Career Network.

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Yale Career Network Registration

Email Address*: Please provide a current email address which Yale's Office of Career Strategy will use to provide you with updates about this resource. This email will be your username for the system. Note: In the Professional Network Profile below, you will also be asked to provide an email address to receive notifications from fellow alumni and students looking to connect with you through the system. These can be the same email. * indicates a required field

First Name*:

MI:

Last Name*:

Full Name*: Enter your full name (first mi last).

First Name as student:

Last Name as student:

Phone Number*:

Birthdate*: August ▼ 24 ▼ 2015 ▼

Please indicate if the preferred mailing address below is:

Home

Work

Preferred Mailing Address*:

Address

Please provide as much information as possible

Street Address
Enter the Street Address, using multiple lines if necessary

City
Enter the City.

State/Province
Enter the State/Province.

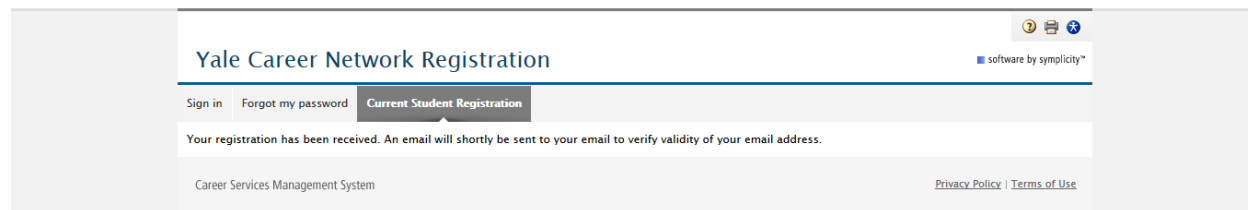
Zip Code/Postal Code
Enter the Zip Code/Postal Code.

Confirmation Registration Received

Once the Submit button is pressed, the following screen will appear.



Yale



The screenshot shows the 'Yale Career Network Registration' page. At the top, there is a navigation bar with 'Sign in', 'Forgot my password', and 'Current Student Registration' (which is highlighted). Below the navigation bar, a message states: 'Your registration has been received. An email will shortly be sent to your email to verify validity of your email address.' At the bottom of the page, it says 'Career Services Management System' and provides links for 'Privacy Policy' and 'Terms of Use'. The Symplicity logo is visible in the top right corner.

Email Verification Message

The following email will then be sent in order for alumni to confirm that someone with their Yale email address has requested access.

From: career.network@yale.edu [mailto:career.network@yale.edu]

Sent: Friday, June 26, 2015 7:13 AM

To: alumni email address

Subject: Yale Career Network Email Verification

Dear First Name,

Someone has requested an account with your email address in the Yale Career Network (<https://yalecareer-csm.symplicity.com/>). For security purposes, this request cannot be processed without this email address verification step.

Please visit the link below to confirm your email address.

https://yalecareer-csm.symplicity.com/students/conf_reg_email.php?ck=0ebbe703ce98a0d10fdc34c405017e03

Otherwise, please ignore this message. If you believe this message might be the result of a security breach, please alert the Symplicity administrator(s) immediately by replying to this email.

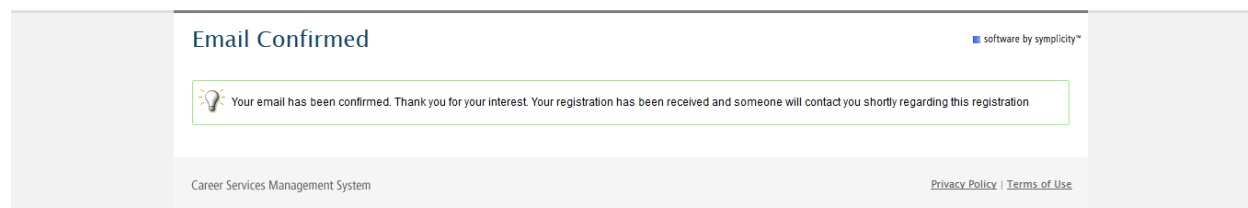
Thank you,
Office of Career Strategy

Email Confirmed

Once you select the link above to confirm your email address, the following screen will appear.



Yale



The screenshot shows the 'Email Confirmed' page. At the top, there is a navigation bar with 'Sign in', 'Forgot my password', and 'Current Student Registration'. Below the navigation bar, a message states: 'Your email has been confirmed. Thank you for your interest. Your registration has been received and someone will contact you shortly regarding this registration'. At the bottom of the page, it says 'Career Services Management System' and provides links for 'Privacy Policy' and 'Terms of Use'. The Symplicity logo is visible in the top right corner.

Registration Approved

Once the Office of Career Strategy has approved your registration, you will receive the following email:

From: career.network@yale.edu [mailto:career.network@yale.edu]

To: student email address

Subject: Yale Career Network Registration Confirmed

June 26, 2015, 7:29 am

Your registration for a new account in the Yale Career Network has been received and processed.

Your contact information appears in our records as follows:

Email Address

Phone Number

Please log into the Symplicity web site to review or make changes:

<https://yalecareer-csm.symplicity.com/students>

Your username is: Your Yale Email Address

Please click on this link to create a password: [Set Your Password](#)

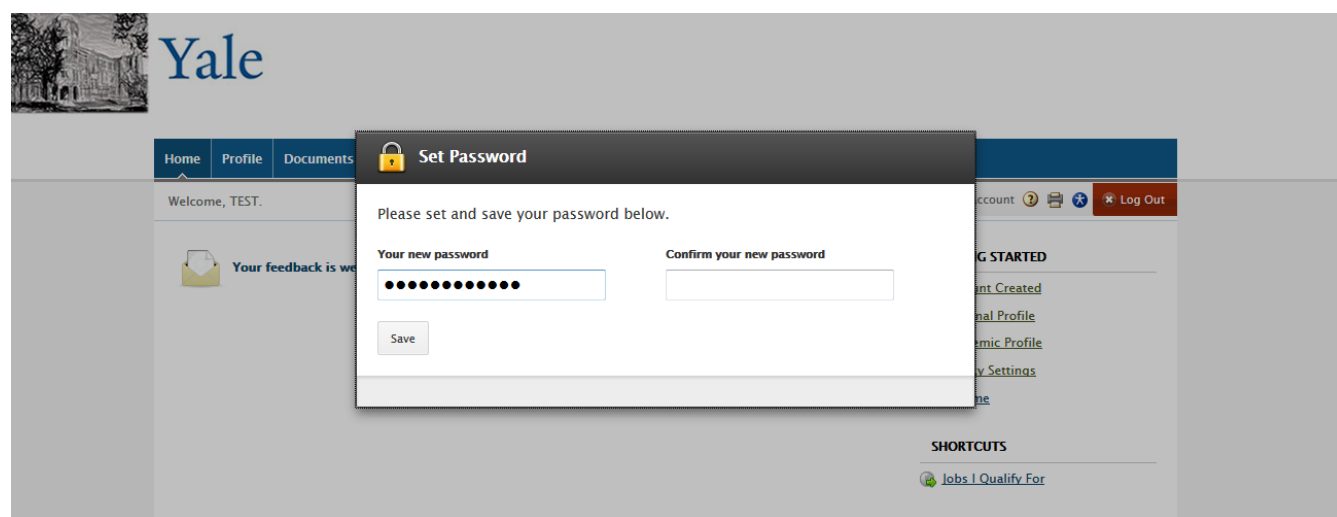
NOTE: This link will expire in 24 hours. After this time, you can use the “Forgot Password” button to reset this link and set your password.

Sincerely,

Office of Career Strategy

Setting Your New Password

The following screen will appear and allows the user to set a new password. Enter your new password in both fields below and select Save. Once your new password is saved, the home page will appear and you can start using the system by selecting the Yale Career Network Tab.



The screenshot shows a web browser window with the Yale logo and navigation tabs (Home, Profile, Documents). A modal dialog box titled "Set Password" is centered on the screen. The dialog contains the text "Please set and save your password below." and two input fields: "Your new password" (with a masked password of 10 dots) and "Confirm your new password". A "Save" button is located below the "Your new password" field. In the background, a "Log Out" button is visible in the top right corner, and a "SHORTCUTS" section with a link to "Jobs I Qualify For" is visible at the bottom.

The Homepage

Log in at <https://yalecareer-csm.symplicity.com/students/>. Your username is the email address that you have on file and if you do not remember your password choose the “forgot password” button and you will be prompted to reset it. If you have forgotten the email address that you have on file, please contact Yale’s Office of Career Strategy with your questions (contact information above).

From the Homepage you can view announcements on the News Feed, jump to important resources under quick links on the right, and navigate all other aspects of the system from the toolbar at the top.

Sign in

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Log In
Please enter your username and password.

Username
(your email address)

Password

Go Reset [Forgot Password](#)

Register
Register for a new account.

Register ▶

Career Services Management System [Privacy Policy](#) | [Terms of Use](#)

Accessing the Yale Career Network: Either select YCN from the top toolbar or under Shortcuts on the right.

Home Profile **Yale Career Network** Surveys

Welcome, aaAAA. search My Account Log Out

Your feedback is welcome.

NEWS FEED Show Me

ANNOUNCEMENT
Welcome to the Yale Career Network
Welcome to the new Yale Career Network! Yale’s Office of Career Strategy and the Association of Yale Alumni have partnered to offer you this important networking tool in it’s new platform, Symplicity.

Please take a moment to review your Yale Career Network profile and ensure that is up to date. You will notice that there are some new features such as linking your informatin from LinkedIn to the Yale Career Network as well as additional questions about your education and work experience.

To get started, simply select the Yale Career Network Tab above. If you have any questions, contact us at career.network@yale.edu or call 203-432-0800 ask for Stephanie Glover.

GETTING STARTED

- Account Created
- Personal Profile
- Privacy Settings
- Academic Profile

SHORTCUTS

- [Manage Yale Career Network Profile](#)

View All Announcements

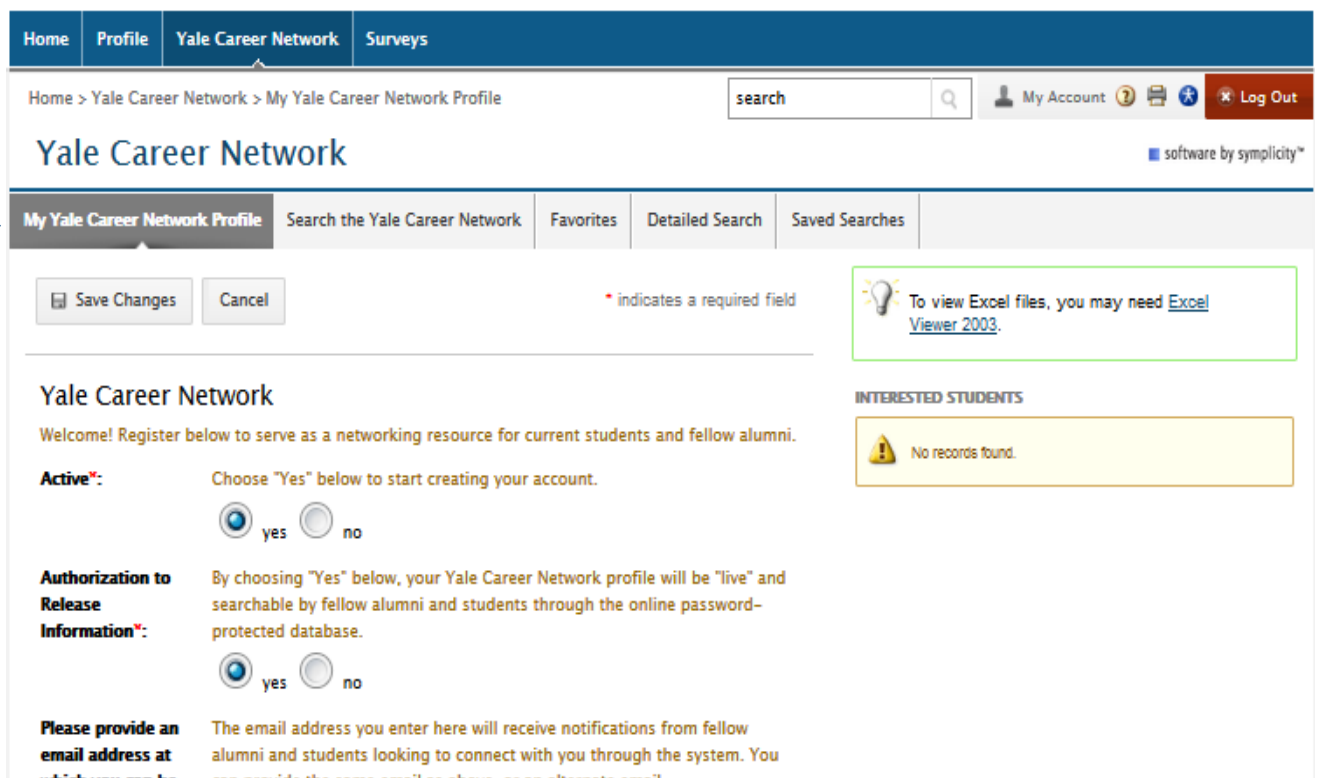
Yale Career Network Profile

When you select the Yale Career Network, the first page that will appear is your Yale Career Network profile. Whenever you have any changes to report to the Yale Career Network, you can update them accordingly here.

Some important items to note:

- You can now update your LinkedIn profile to your Yale Career Network profile.
- As you have additional jobs, we ask that you select the “add employment” button at the bottom of the employment section and also indicate the start and end date and current years with all of your employers.
- There are new questions and options in the Networking Section that we ask you to complete.

Once you have finished updating your profile, select the Save Changes button located at both the top and bottom of the page.



Home > Yale Career Network > My Yale Career Network Profile

search [] [] My Account [] [] [] [] Log Out

Yale Career Network

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My Yale Career Network Profile Search the Yale Career Network Favorites Detailed Search Saved Searches

Save Changes Cancel * indicates a required field

To view Excel files, you may need [Excel Viewer 2003](#).

Yale Career Network

Welcome! Register below to serve as a networking resource for current students and fellow alumni.

Active*: Choose "Yes" below to start creating your account.

yes no

Authorization to Release Information*: By choosing "Yes" below, your Yale Career Network profile will be "live" and searchable by fellow alumni and students through the online password-protected database.

yes no

Please provide an email address at The email address you enter here will receive notifications from fellow alumni and students looking to connect with you through the system. You

INTERESTED STUDENTS

No records found.

Searching the Yale Career Network

Yale Career Network participants can also search for other alumni in the system and take advantage of peer networking capabilities. The “Search the Yale Career Network” Tab lists all of the active alumni in the system. To select an alum in the system and read more about their profile, simply click on their name. In order to search by additional filters, select the “More Options” button.

The screenshot shows the top navigation bar with 'Home', 'Profile', 'Yale Career Network', and 'Surveys'. Below the navigation bar is a search bar and a 'Log Out' button. The main heading is 'Yale Career Network' with a 'software by symplcity™' logo. A light blue box contains three instructions: 'Select "MORE OPTIONS" under Keywords to use additional filters when searching.', 'The DETAILED SEARCH TAB offers additional filters for your search.', and 'Select the INTERESTED BUTTON when you are ready to send a message to an alum.' Below this is a tabbed interface with 'Search the Yale Career Network' selected. The search form includes a 'Keywords' field with a red arrow pointing to it, and a 'More Options' button with a red arrow pointing to it. The search results show 'Items 1-20 of 15536' and a 'SORT BY: Last' dropdown.

The screenshot shows the detailed search filters. The 'Keywords' field is at the top. Below it are 'Expressed Interest' (radio buttons for 'yes', 'no', 'ignore'), 'Work Experience: City' (text field), 'Work Experience: Country' (dropdown), 'Job Title' (text field), and 'Job Function/Role' (dropdown). On the right side, there are 'Work Experience: State' (dropdown), 'Industry' (dropdown), 'Employer' (text field), and 'Search Employment' (radio buttons for 'All Employment', 'Current', 'Prior'). At the bottom, there are 'Less Options', 'Search', and 'Clear' buttons. A red arrow points to the 'Less Options' button.

Detailed Search

If you would like to use additional filters and search for multiple items (use the control key), go to the **Detailed Search Tab** pictured below.

Home > Yale Career Network > Detailed Search

search

Yale Career Network

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My Yale Career Network Profile | Search the Yale Career Network | Favorites | **Detailed Search** | Saved Searches

Advanced Search Options

Search Agents: [select existing]
 save as:

Keywords:
searches name, email address, phone, degree level, graduation date, major and status.

Employer Industry: [no selection]
Accounting/Auditing
Advertising
Aerospace
Agriculture/Ranching
Arts & Entertainment

Creating a Favorites List

☆ Eli Yale

☆ Eli Yale, Sr.

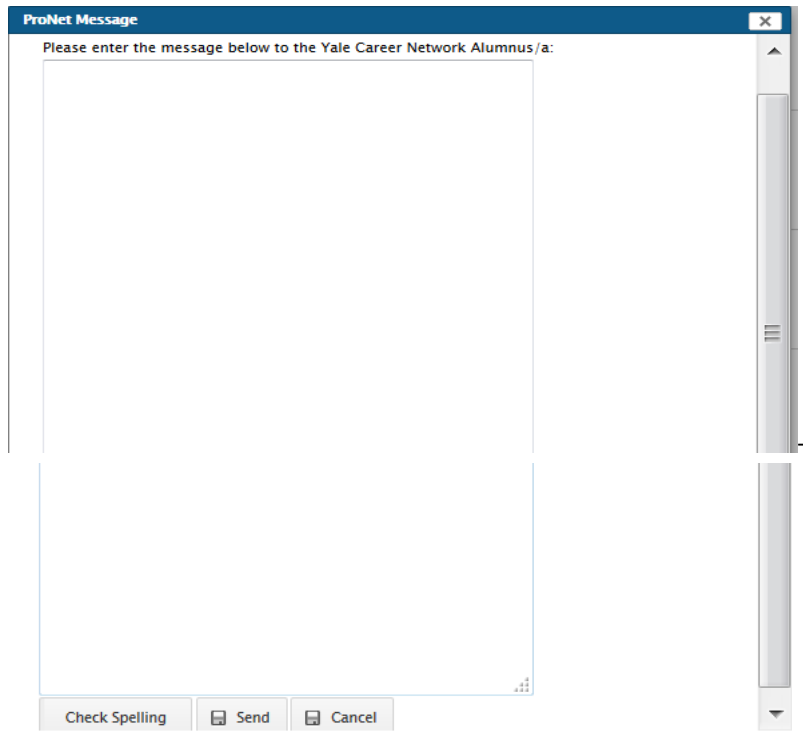
☆ Eli Yale, Jr.

To add a YCN participant to your favorites list, click the star to the left of his/her name.

To send a message to a YCN participant, select Interested.

Contacting a Yale Career Network Participant

When you click the Interested Button, the following pop up appears. The system will send your message to the YCN participant. You will not be able to see their email address until they respond to you from their email.



The image shows a screenshot of a web browser dialog box titled "ProNet Message". The dialog box has a blue header bar with the title and a close button (X). Below the header, the text "Please enter the message below to the Yale Career Network Alumnus/a:" is displayed. A large, empty text input area occupies the center of the dialog. At the bottom of the dialog, there are three buttons: "Check Spelling", "Send", and "Cancel". The "Send" and "Cancel" buttons have small icons to their left. A vertical scrollbar is visible on the right side of the text input area.

We hope you have found this user guide helpful. If you have additional questions, or suggestions on ways we can improve this guide, please email career.network@yale.edu. Thank you and welcome to the network!