Yale Career Network Student User Guide

Welcome to the Yale Career Network! This guide is intended to help current Yale Students register for the Yale Career Network (YCN) and navigate the network in its new platform, Symplicity. To get started, below are helpful instructions, including screenshots. If you have questions about your Yale Career Network registration being approved, please contact your school's career services office. Click here to view a listing of the Career Services Offices for each of Yale's Schools. For specific questions about using the Yale Career Network, 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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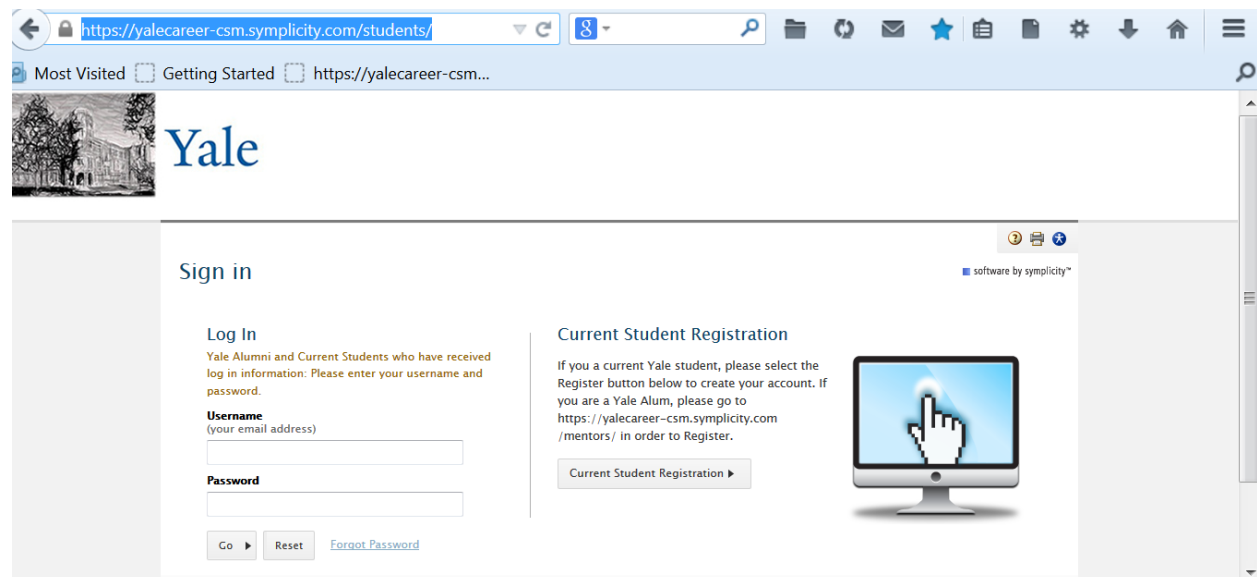**Detailed Search**
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Get Started
Students who have their username and password can proceed to the link below: https://yalecareer-csm.symplicity.com/students and enter their information on the left hand side. If you have forgotten your password, select the "Forgot Password" button located right next to the Reset button.

For students who do not have their username and password, you first must register in the system by selecting the "Current Student Registration" button located on the right hand side.

Student Registration Form

Students will be asked to complete a very short registration form which asks for their phone number, address, the Yale school they are attending, their expected graduation date and their NetID.

Yale Career Network Registration

Sign in	Forgot my password	**Current Student Registration**

Student Registration

* indicates a required field

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

First:

MI:

Last:

Email*: Yale email address is required here.

Phone*:

Address: Please enter your school address below

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.

Country
Enter the Country.

Academic Information: In order to access the Yale Career Network, please complete the form below.

Which Yale school are you currently attending or most recently attended? *
Current Students: The school you select will be asked to approve your registration.

Graduation Date*

Year in School / School Type*

Yale Career Network Participant Type*

Current Student
Alumni

Yale NetID
For Current Students Only

Confirmation Registration Received

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

Yale

Yale Career Network Registration	■ software by symplicity™

Sign in   Forgot my password   **Current Student Registration**

Your registration has been received. An email will shortly be sent to your email to verify validity of your email address.

Career Services Management System   Privacy Policy | Terms of Use

Email Verification Message

The following email will then be sent in order for students 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: student 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.
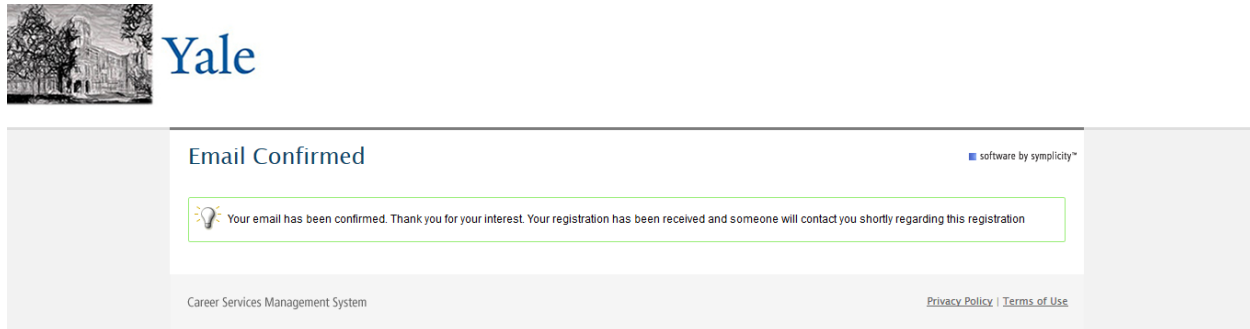
Registration Approved

As mentioned earlier, each school has a designated administrator who will be approving your registration.

Once your school's administrator 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 Student 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:

Full Name
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.
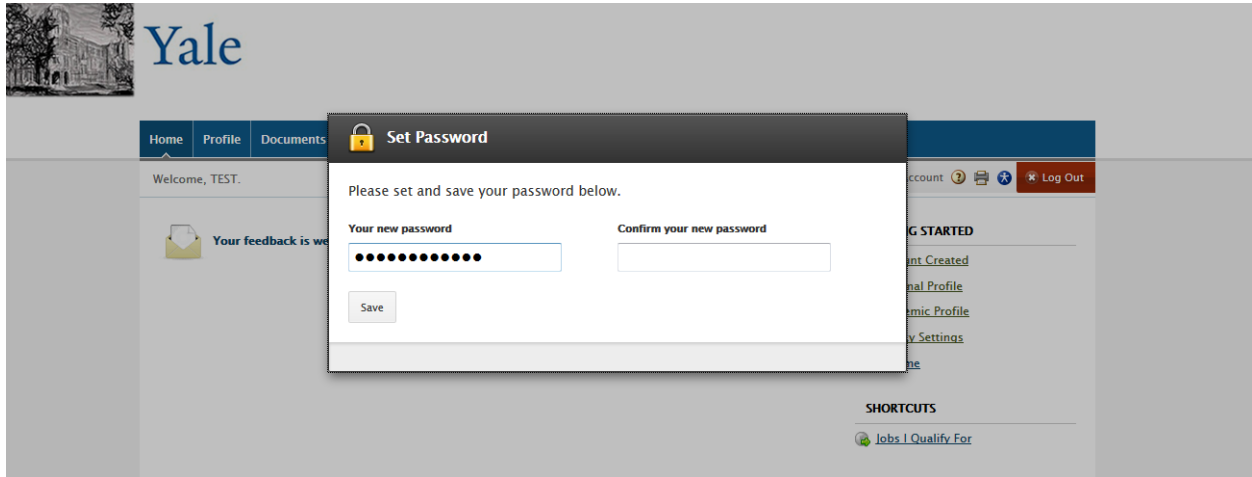
Accessing the Yale Career Network

Once you have access to the system, you can select the Yale Career Network from the top toolbar.
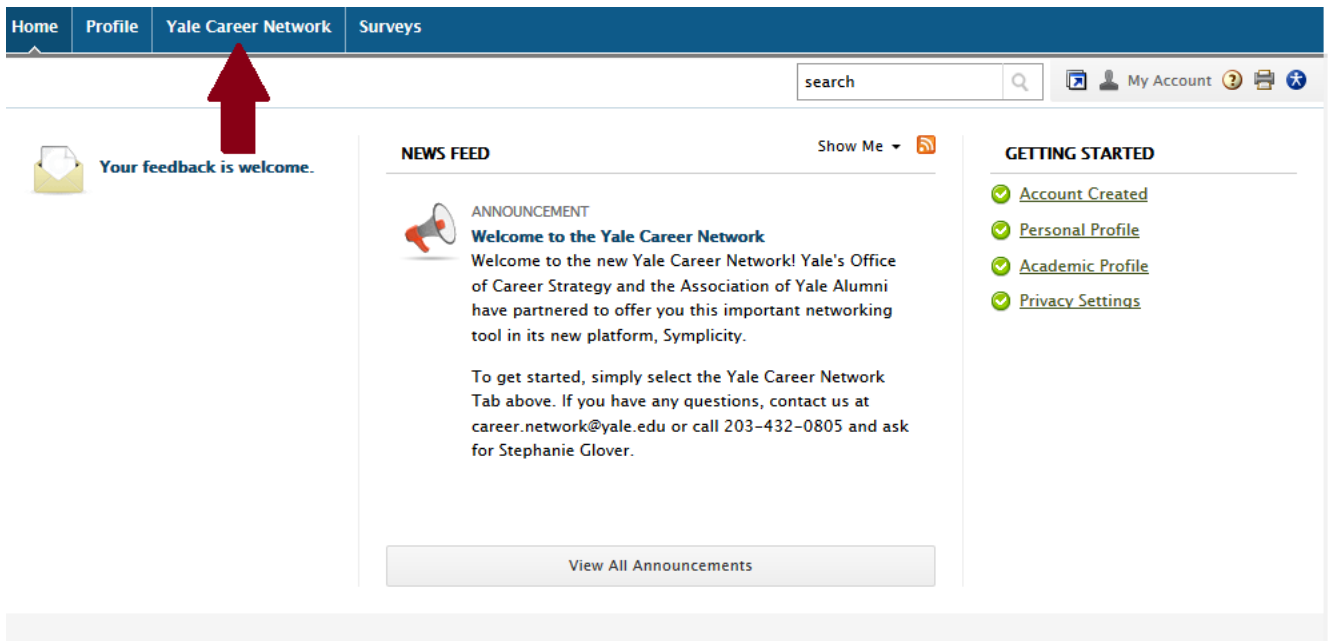
Searching the Yale Career Network

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.

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.

Creating a Favorites List

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.

ProNet Message [×]

Please enter the message below to the Yale Career Network Alumnus/a:

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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!