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

![Yale Career Network Registration](image)

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=0ebbe703ec98a0610fde34c405017603](https://yalecareer-csm.symplicity.com/students/conf_reg_email.php?ck=0ebbe703ec98a0610fde34c405017603)

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.

Email Confirmed

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.

![Set Password Screen](image)

**Accessing the Yale Career Network**

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

![Yale Career Network Screen](image)
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

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.

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!