

# 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](mailto: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.

Submit ▶ \* indicates a required field

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### 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

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Submit ▶

## 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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mailto Microsoft Picture It! Home... My Yahoo! RealPlayer Suggested Sites Web Slice Gallery Yahoo! Bookmarks

# Yale

## Sign Up

\* indicates a required field

**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.

**First Name \***

**MI**

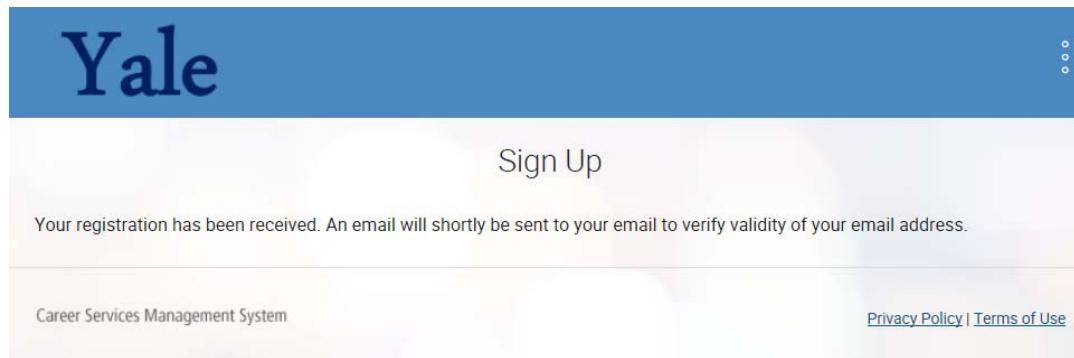
**Last Name \***

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

**First Name as student**

## Confirmation Registration Received

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



## Email Verification Message

The following email will then be sent 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

An individual has requested an account with your email address in the Yale Career Network (<https://yalecareer-csm.symlicity.com/>). For security purposes, this request requires an email address verification step before being processed.

Please visit the link below to confirm your email address.

[https://yalecareer-csm.symlicity.com/students/conf\\_reg\\_email.php?ck=c1613cb75e659b0b3439ee58d0ee0cae](https://yalecareer-csm.symlicity.com/students/conf_reg_email.php?ck=c1613cb75e659b0b3439ee58d0ee0cae)

Otherwise, please ignore this message.

If you believe this message might be the result of a security breach, please alert the career services staff immediately by replying to this email.

Thank you,  
Yale Office of Career Strategy

## 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

Jun 20, 2017, 10:56 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

[emailaddress@gmail.com](mailto:emailaddress@gmail.com)

1234567890

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

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

Your username is: [emailaddress@gmail.com](mailto:emailaddress@gmail.com)

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

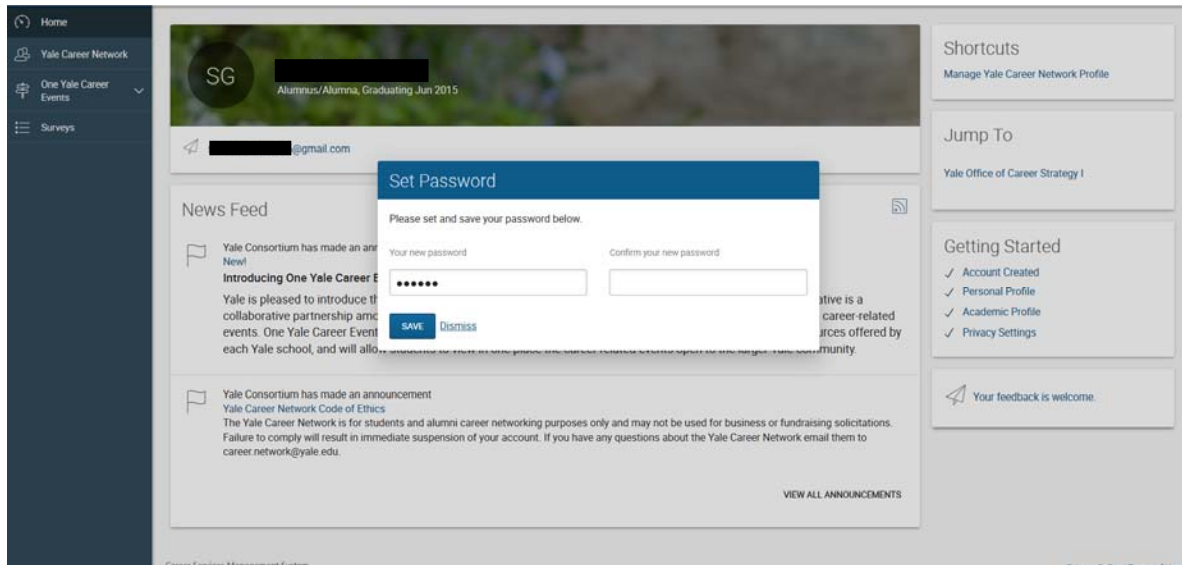
**NOTE: This link will expire in 24 hours. After this time you can use the "Forgot Password" button to reset this link and set your password.**

Sincerely,

Yale's Office of Career Strategy

## Setting Your New Password

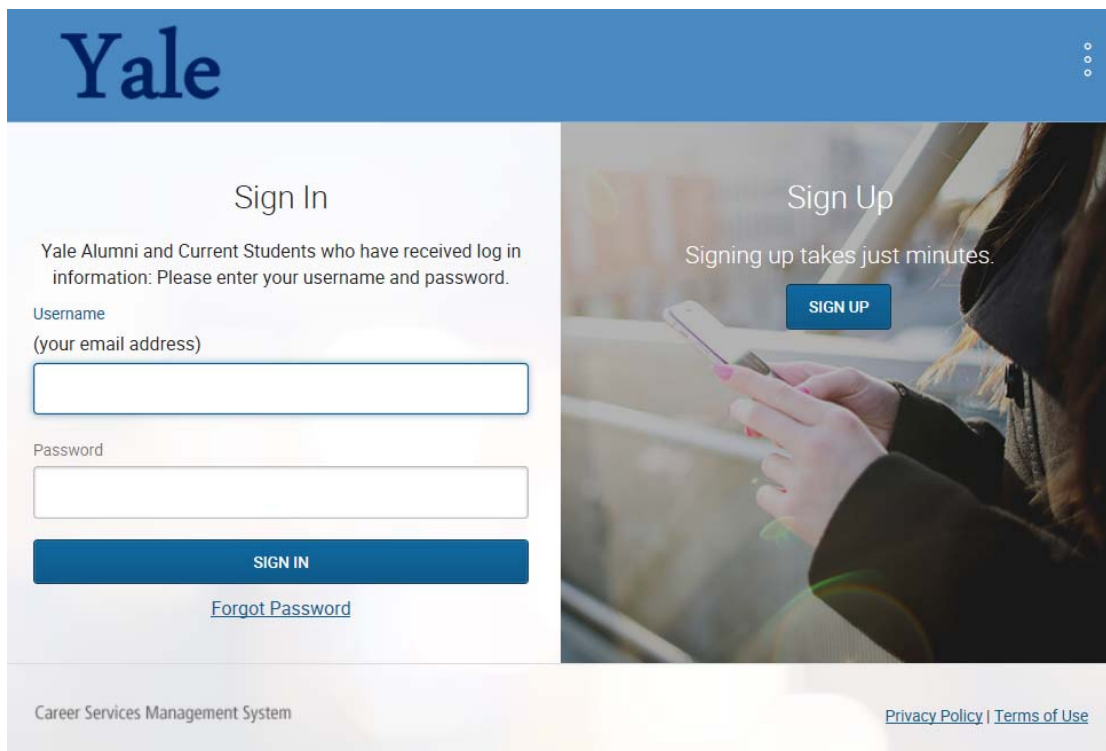
The following screen will appear and allows the user to set a new password. Enter your new password in both fields below and select Save. Once your new password is saved, the home page will appear and you can start using the system by selecting the Yale Career Network Tab.



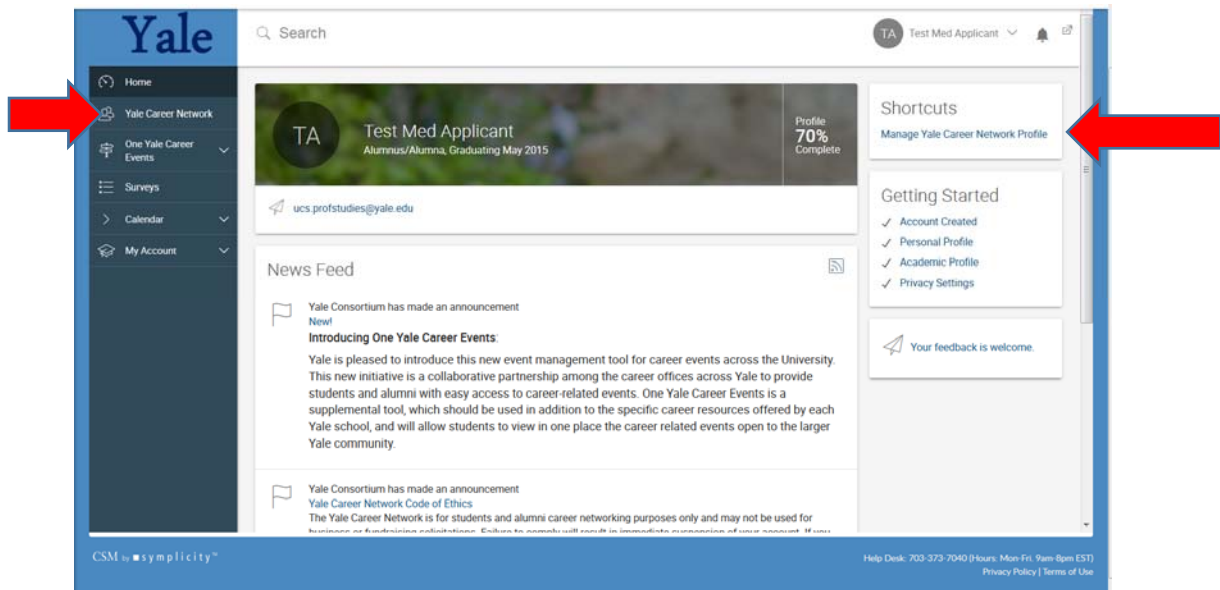
## The Homepage

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.



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

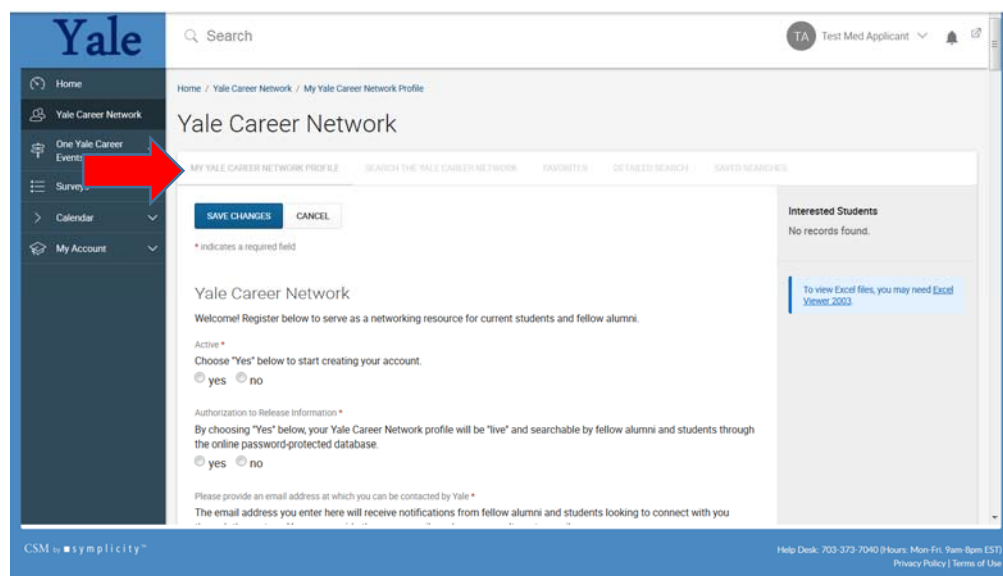


### Yale Career Network Profile

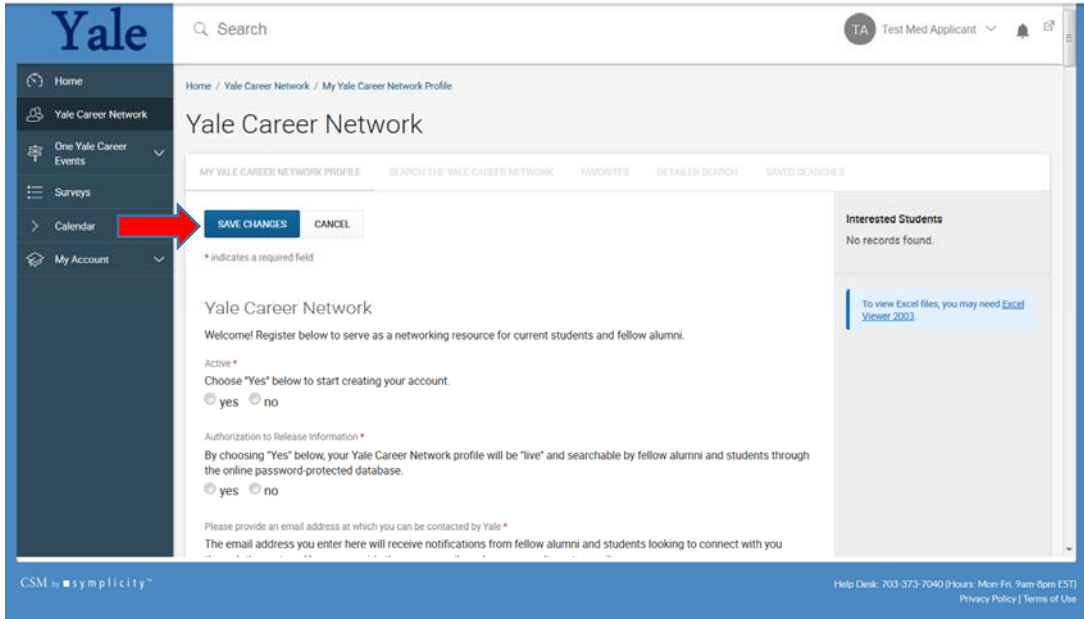
When you select the Yale Career Network, the first page that will appear is your Yale Career Network profile. It is very important that you take a few minutes to look at your profile and update it accordingly. There have been some updates to the profile questions since the last time you accessed it.

Some important items to note:

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

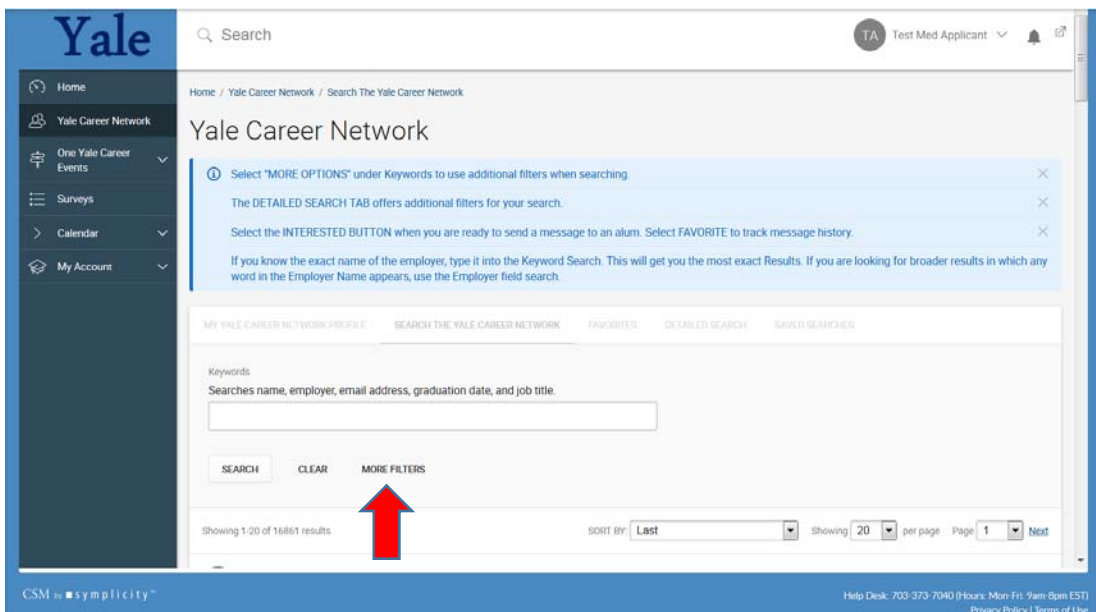


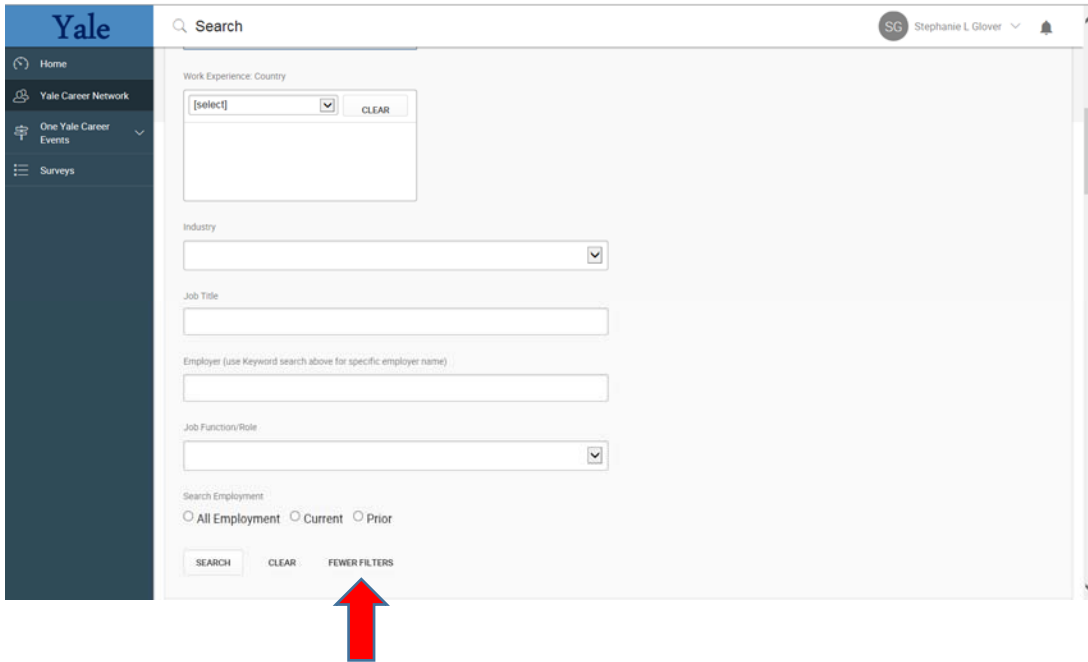
Once you have finished updating your profile, select the Save Changes button located at both the top and bottom of the page.



### Searching the Yale Career Network

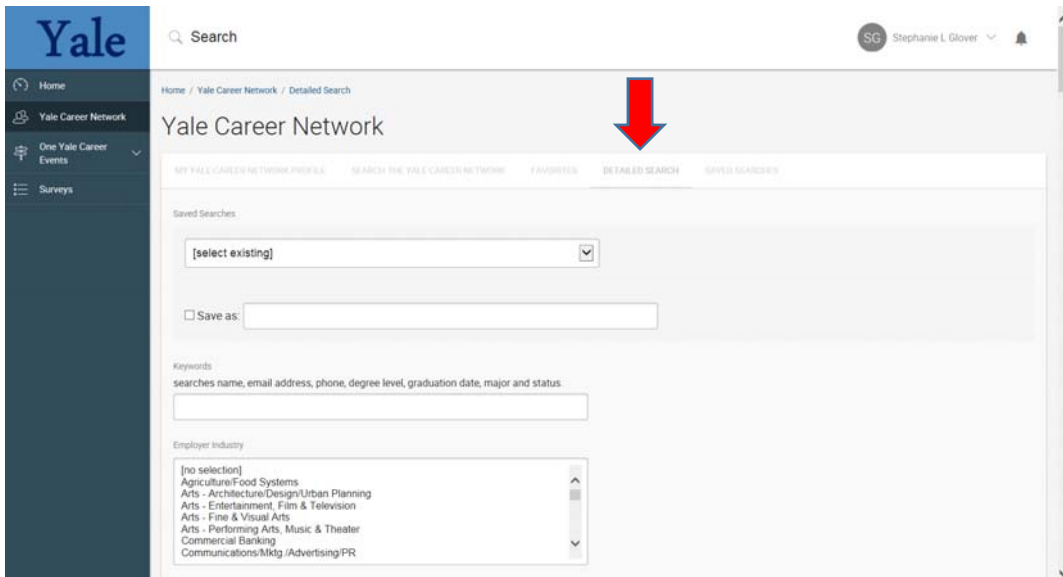
Yale Career Network participants can also search for other alumni in the system and take advantage of peer networking capabilities. The “Search the Yale Career Network” Tab lists all of the active alumni in the system. To select an alum in the system and read more about their profile, simply click on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

The screenshot shows the Yale Career Network interface. On the left is a dark blue sidebar with the Yale logo and navigation options: Home, Yale Career Network, One Yale Career Events, and Surveys. The main content area displays a list of participants. At the top, there is a search bar and a user profile for Stephanie L. Glover. Below the search bar, it says "Showing 1-20 of 16801 results" and "SORT BY Last". The list contains four entries, each with a profile picture, name, current employer, industry, and years with employer. A red arrow points to a star icon next to the first entry. Two red callout boxes provide instructions: "To add a YCN participant to your favorites list, click the star to the right of his/her name." and "To send a message to a YCN participant, select interested and a text box will appear where you will type your message." Each entry has an "Interested" button below it.

## 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 screenshot shows a "ProNet Message" pop-up window. At the top, it says "Please enter the message below to the Yale Career Network Alumnus / a:". Below this is a large, empty text area with a vertical scrollbar. At the bottom of the window, there are two buttons: "Send" and "Cancel".

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](mailto:career.network@yale.edu). Thank you and welcome to the network!