

# 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](mailto:career.network@yale.edu) or call 203-432-0805 and ask for Stephanie Glover in [Yale's Office of Career Strategy](#).

## Get Started

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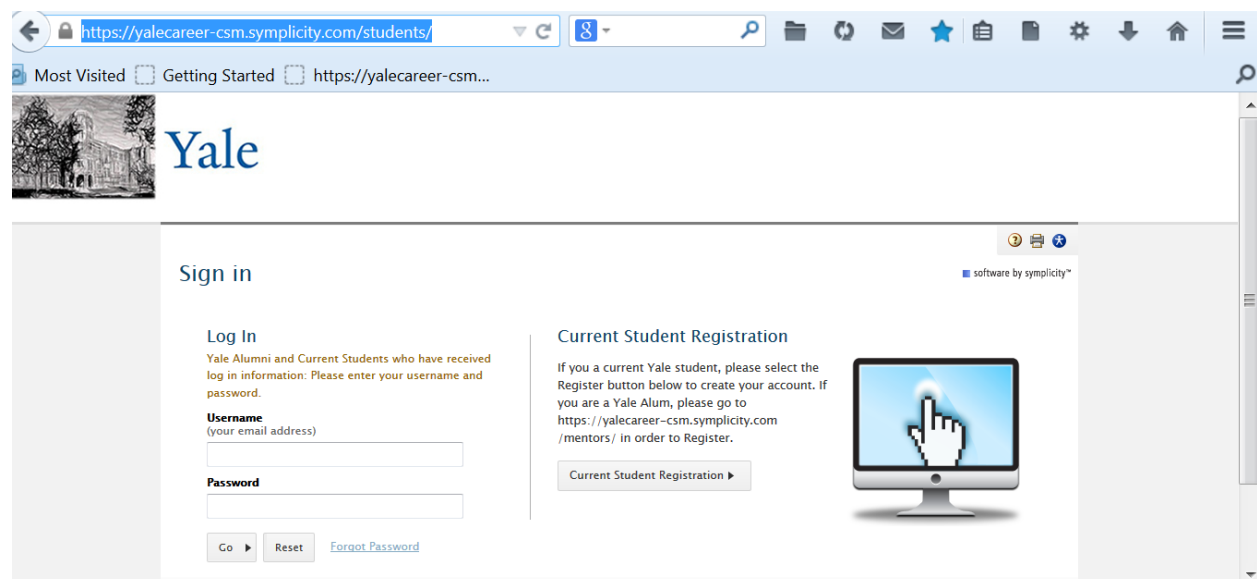
**Creating a Favorites List**

**Contacting a Yale Career Network Participant**

## 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.



The screenshot shows a web browser window with the URL <https://yalecareer-csm.symplicity.com/students/>. The page features the Yale logo and a "Sign in" section. On the left, there is a "Log In" form with fields for "Username (your email address)" and "Password", and buttons for "Go", "Reset", and "Forgot Password". On the right, there is a "Current Student Registration" section with a "Current Student Registration" button and a computer monitor icon with a hand cursor. The page also includes a "software by symplicity" logo in the top right corner.

# 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 software by simplicity™

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\***

**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

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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.simplicity.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.simplicity.com/students/conf\\_reg\\_email.php?ck=0ebbe703ce98a0d10fdc34c405017e03](https://yalecareer-csm.simplicity.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 Simplicity 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

Email Confirmed ■ software by simplicity™

 Your email has been confirmed. Thank you for your interest. Your registration has been received and someone will contact you shortly regarding this registration.

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

## 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](#)

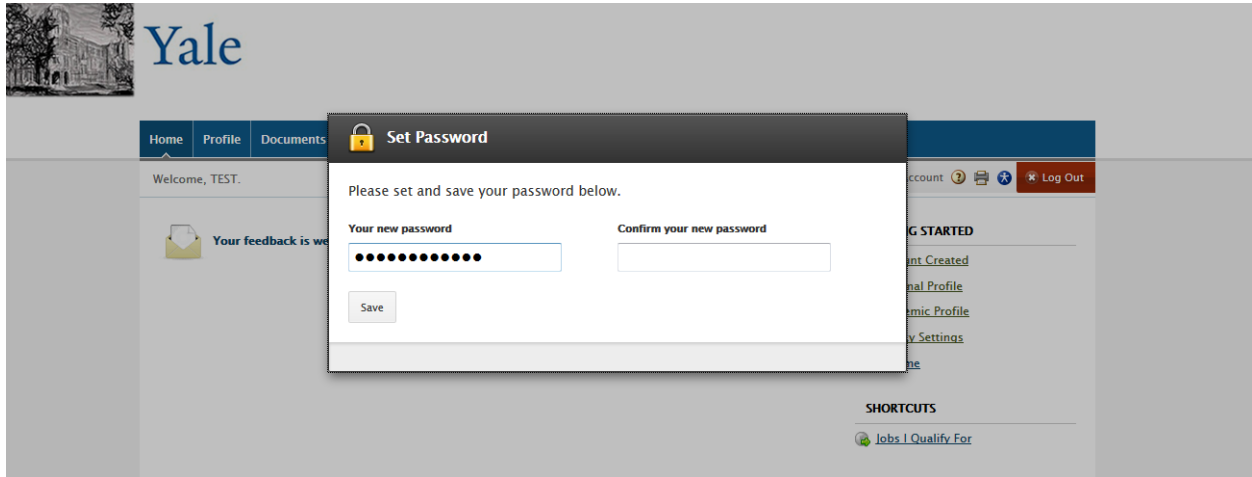
**NOTE: This link will expire in 24 hours. After this time, you can use the "Forgot Password" button to reset this link and set your password.**

Sincerely,

Office of Career Strategy

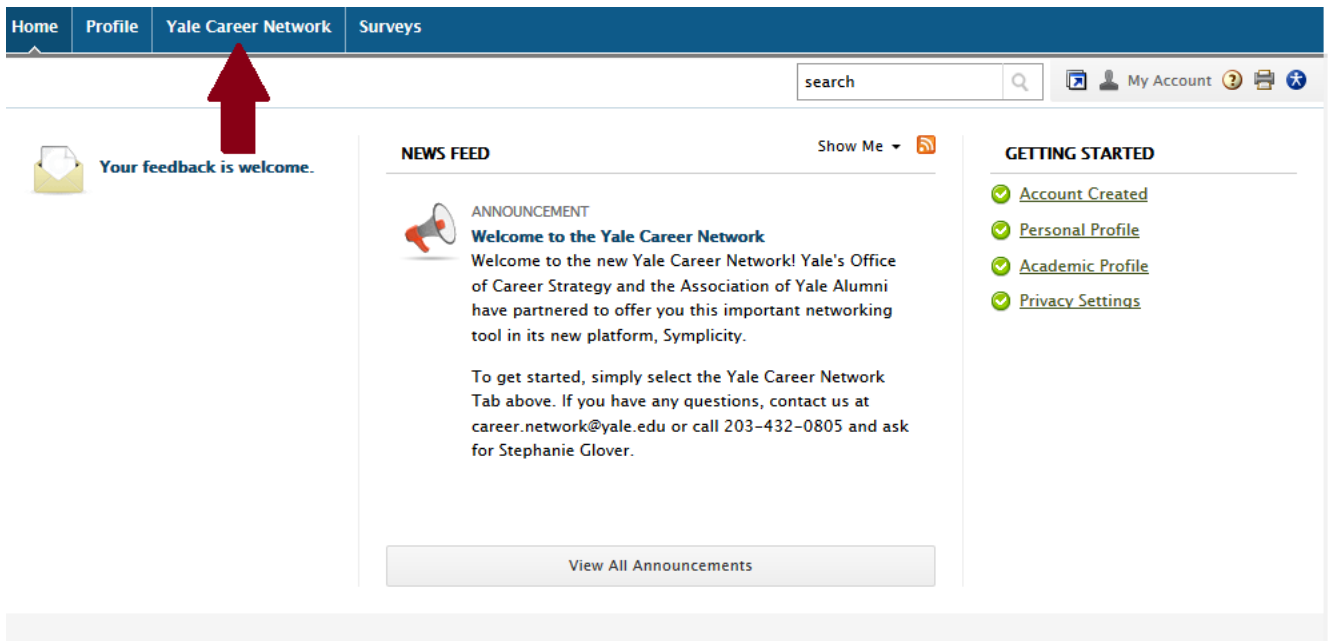
## Setting Your New Password

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.

Home > Yale Career Network > Search The Yale Career Network

search

My Account

### Yale Career Network

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- Select "MORE OPTIONS" under Keywords to use additional filters when searching.
- The DETAILED SEARCH TAB offers additional filters for your search.
- Select the INTERESTED BUTTON when you are ready to send a message to an alum.

Search the Yale Career Network | Favorites | Detailed Search | Saved Searches

Keywords  Current Employers   
searches name, email address, phone, graduation date, and job title .

A red arrow points to the "More Options" button.

Home > Yale Career Network > Search The Yale Career Network

search

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### Yale Career Network

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Search the Yale Career Network | Favorites | Detailed Search | Saved Searches

Keywords   
searches name, email address, phone, graduation date, and job title .

Expressed Interest  yes  no  ignore

Work Experience: State  City   
Country

Industry  Job Title   
Employer  Job Function/Role

Search Employment  All Employment  Current  Prior

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

Home > Yale Career Network > Detailed Search

search

My Account

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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]  
Architecture/Design/Urban Planning  
Commercial Banking  
Communications/Marketing/Advertising/PR  
Community/Social Services  
Consulting  
Consumer Products/Retail  
Economic Development

Job Function [no selection]  
Accounting/Auditing  
Administrative/Support Services  
Advertising/Public Relations

## Creating a Favorites List

☆ Eli Yale  
 Interested  Not Interested

☆ Eli Yale, Sr.  
 Interested  Not Interested

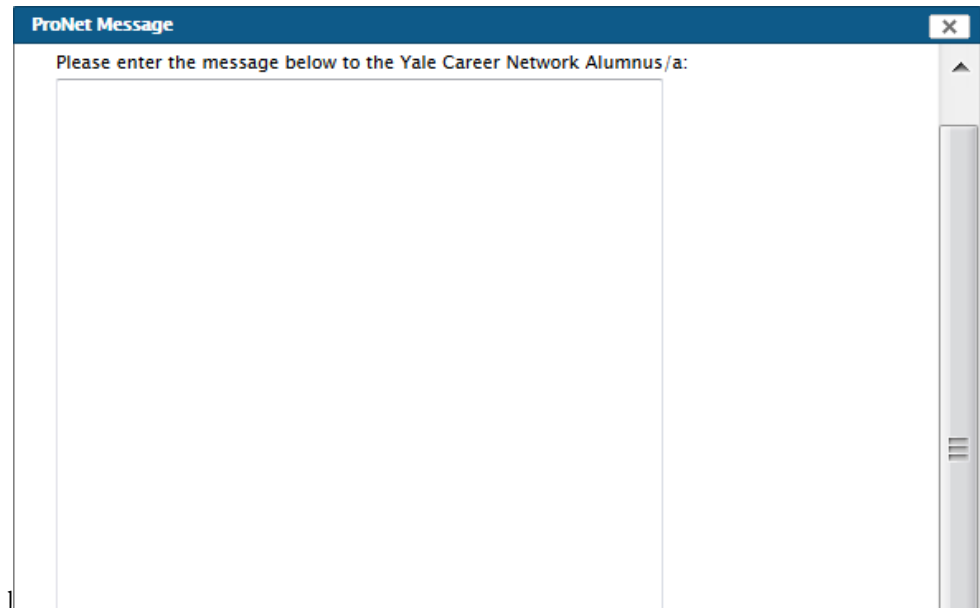
☆ Eli Yale, Jr.  
 Interested  Not Interested

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 window titled "ProNet Message". The window has a dark blue header bar with the text "ProNet Message" and a close button (X) on the right. Below the header, there is a text input field with the placeholder text "Please enter the message below to the Yale Career Network Alumnus/a:". The input field is empty and has a light blue border. To the right of the input field, there is a vertical scrollbar with an upward-pointing arrow at the top and a menu icon (three horizontal lines) at the bottom.

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!