

## Students Navigating in Symplicity

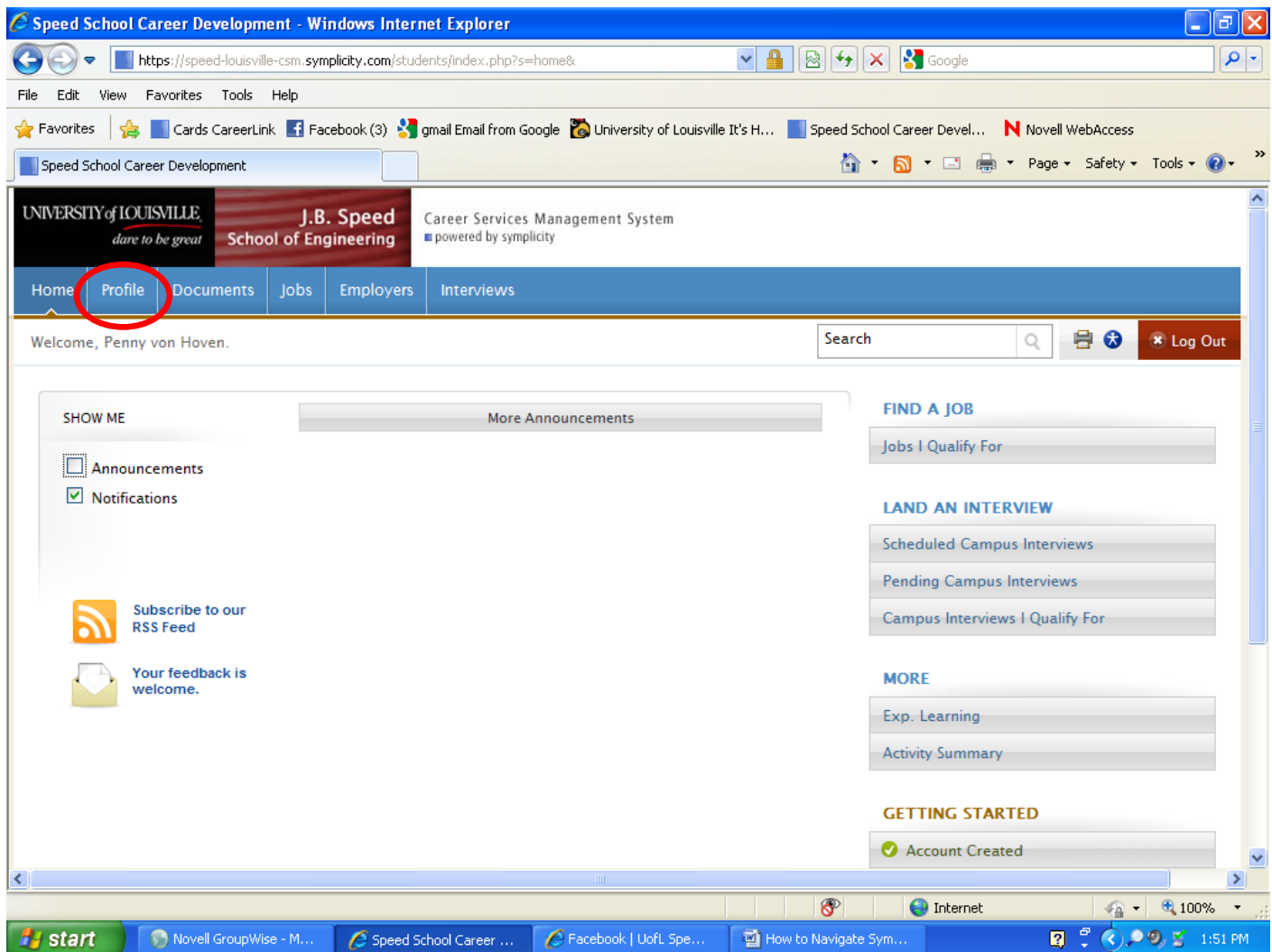
1. Log in to this website – <https://speed-louisville-csm.symplicity.com/students>
2. Click on **Register for New Account**.
3. Start by entering your U of L Student ID NUMBER. Enter all of your information (on the Student Registration screen). **NOTE:** In the Academic Information section, under “MAJOR”, please select your engineering major from the drop down box. Once the screen is completed, click on the Submit button.

**NOTE: If the statement appears that you “already exist in the system”, please e-mail Mary Andrade ( [mlandr03@louisville.edu](mailto:mlandr03@louisville.edu) ) to receive your username and password for Symplicity; then skip to step 5.**

4. A note will then appear stating that you will receive an e-mail to verify your e-mail address. Please check your e-mail promptly and verify your address. **WHEN YOUR ACCOUNT HAS BEEN APPROVED BY OUR STAFF**, you will receive another e-mail containing the weblink and your password to access Symplicity.
5. **Sign-in to Symplicity.** Once you have successfully logged in, your screen should appear similar to the screen shown below.

The screenshot shows a web browser window titled "Speed School Career Development - Windows Internet Explorer". The address bar displays the URL: <https://speed-louisville-csm.symplicity.com/students/index.php?s=home&>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows several links, including "Speed School Career Development". The main content area features the University of Louisville logo and the text "J.B. Speed School of Engineering Career Services Management System powered by symplicity". A navigation menu includes Home, Profile, Documents, Jobs, Employers, and Interviews. Below the menu, a welcome message reads "Welcome, Penny von Hoven." and a search bar is visible. The dashboard is divided into several sections: "SHOW ME" with a "More Announcements" button, a list of "Announcements" and "Notifications" (with "Notifications" checked), an "RSS Feed" subscription link, and a "Your feedback is welcome." message. On the right side, there are sections for "FIND A JOB" (Jobs I Qualify For), "LAND AN INTERVIEW" (Scheduled Campus Interviews, Pending Campus Interviews, Campus Interviews I Qualify For), "MORE" (Exp. Learning, Activity Summary), and "GETTING STARTED" (Account Created).

6. Click on **Profile** and complete the Personal Information, Academic Information, and Privacy screens. Under Privacy tab, please check both **E-mail** and **Opt-In** to resume book. You may also click on the Password/Preference Tab to change your password. Remember to save your information.



7. You are now ready to **UPLOAD** your resume (unofficial transcript, etc.) by clicking on the Documents Tab.
8. Click on Add New. Enter your name in the Label box as follows: Last, First, Major and Co-op, Graduate or Alumni (whichever applies)  
**EXAMPLE: Doe, John, ME Co-op**  
Then click on Browse to Upload your resume.
9. You will receive an e-mail when your resume has been approved.