

**The Speed School of Engineering Career Development staff welcomes the opportunity to assist you in your job search!**

To use our web services, register with our office in Symplicity at:

<https://speed-louisville-csm.symplicity.com/students>

For first time users, please see instructions below to navigate through Symplicity.

You can:

- Upload your resume
- View job postings and apply for jobs
- Participate in on-campus interviews with employers
  - Resume referral to employers
- Attend graduate seminars for tips (resumes, job search, cover letters, etc.)
- Get individual career and job search coaching, including resume review

For further information, contact Penny Hoerter.

## **ENGINEERING CAREER DEVELOPMENT STAFF:**

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## 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 Penny Hoerter ( [phoerter@louisville.edu](mailto:phoerter@louisville.edu) ) to receive your username and password for Symplicity; then skip to step 5.**

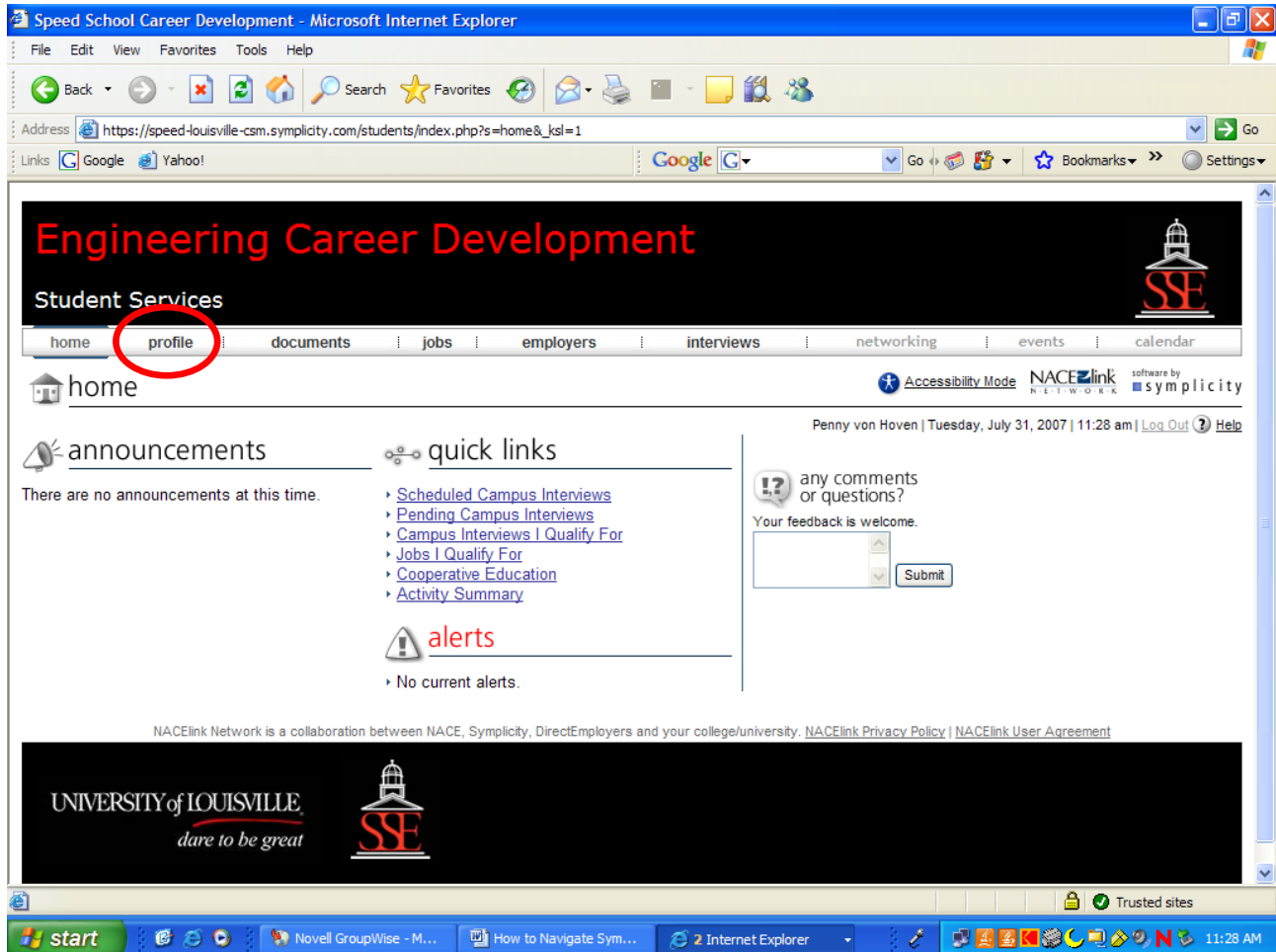
4. A note will then appear stating that you will receive an e-mail to verify your e-mail address. Please check your e-mail promptly and verify your address. After e-mail verification and account approval, you will receive another e-mail containing the weblink and your password to access Symplicity.
5. **Sign-in to Symplicity.** Once you have successfully logged in, your screen should appear similar to the screen shown below.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Symplicity Student Services page. The browser's address bar shows the URL: <https://speed-louisville-csm.symplicity.com/students/index.php?s=home&ksl=1>. The page content includes:

- Engineering Career Development** (in red text)
- Student Services** (in white text on a dark background)
- A navigation menu with links: [home](#), [profile](#), [documents](#), [jobs](#), [employers](#), [interviews](#), [networking](#), [events](#), and [calendar](#).
- A "home" button with a house icon.
- An "announcements" section stating: "There are no announcements at this time."
- A "quick links" section with a list of links:
  - [Scheduled Campus Interviews](#)
  - [Pending Campus Interviews](#)
  - [Campus Interviews I Qualify For](#)
  - [Jobs I Qualify For](#)
  - [Cooperative Education](#)
  - [Activity Summary](#)
- An "alerts" section with a warning icon and the text: "No current alerts."
- A feedback form with the text: "any comments or questions? Your feedback is welcome." and a "Submit" button.
- Footer text: "NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. [NACElink Privacy Policy](#) | [NACElink User Agreement](#)"
- Log in information: "Penny von Hoven | Tuesday, July 31, 2007 | 11:28 am | [Log Out](#) | [Help](#)"
- Logos for the **UNIVERSITY of LOUISVILLE** (with the tagline "dare to be great") and **SSE**.

The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise, How to Navigate Sym..., Internet Explorer), and the system tray with the time 11:28 AM.

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.