

# SYMPPLICITY FOR STUDENTS

## HOW TO SIGN UP FOR SYMPPLICITY AND GET YOUR CAREER ON TRACK

### 001.



## REGISTER

### HEAD TO SYMPPLICITY OR VISIT CAREER EDUCATION

Click on REGISTER and use your student number as your username. You will create a password later on.

Fill in the online registration form and hit Submit.

**Remember:** Your graduation date is an approximate date, and when identifying your status, fill in as many as apply to you.

### 002.

## CHECK YOUR EMAIL

### GET YOURSELF REGISTERED

You should receive an email from Symplicity (check your junk folder if you don't see it!). The Career Education Department must approve your request before you can access Symplicity. If you're in the office, this will be done instantly. If you're not in the office, it may take longer. You will receive a second email from Symplicity with a password link.



### 003.



## MAKE AN APPOINTMENT

### MEET WITH A CAREER OR CO-OP COORDINATOR

On the right hand side, click "Request an Appointment" under Career Tools and Advising. Select the type of appointment (Co-op students should select the Co-op program they're in) and the length of the appointment. You can refine the search by coordinator or day. Submit the appointment (if your appointment is over **skype**, add your skype username in the comments).

You can view your appointment in the Symplicity calendar, and you will receive a reminder email the day before your appointment.

If you are 15 minutes late to your appointment, it will be cancelled. You can cancel or reschedule appointments through Symplicity, but if you're unable to, phone the Career Education Department office at 250.371.5627

### 004.

## SEARCH FOR JOBS

### CASUAL, PART-TIME, FULL-TIME AND CO-OP

Click on the "jobs and internships" tab to see available job postings. Use the search bar to filter your search by location, program of study, and type of job. You can also search for "co-op" to see all available co-op positions! Click the position title for more information, and take note of the posting closing date!

