Getting Started
A Guide for Students
Registering or Logging In

- Visit the Web Address: https://www.hamline-csm.symplicity.com/students or access Hamline Career Link through the CDC website.
Registering for an Account

Complete all required fields on the student registration form and click submit at the bottom of the page.

After you’re done, check your email, as you will need to verify the validity of your email address.

Upon email address verification you’ll receive another email containing your username and a link to set your password.
Logging In

If you are having difficulty accessing your account please email to workshop@hamline.edu.

Have an account, but don’t know your password?

• Enter your username, leave the password field blank and click the “Forgot my Password” link.

• Follow the prompts to reset your password.
Once You’ve Logged In: Home Page

Navigation Tabs

Activity Monitor
Displays your activities such as applications submitted, employers or contacts you’ve added to your favorites, etc.

Shortcuts
Links to the most common areas of Hamline Career Link

Announcements
Upcoming Events & Important Information
Review & Update Your Profile

*You will need to complete your profile before being able to utilize features of the system. The more information you provide, the more you’ll get out of the system.

- Click on the “Profile” tab. You’ll see dashboards indicating what percentage of your personal and academic profiles have been completed.
- Click on “Edit” link to complete your profile information.
- To change your account email address or password, click on “View/Edit Account Settings” link. You can also change your notifications/privacy settings here.
Explore!

• Don’t be afraid to look around and try different parts of Hamline Career Link
• Click all of the different navigation tabs
  ➢ **My Documents**: Upload your resume and cover letter to apply for positions
  ➢ **Resources**: View/download CDC handouts such as resume, interviewing tips, etc.
  ➢ **Jobs & Internships**: Search for jobs, apply for positions and create job search agents
  ➢ **Piper Connect**: Connect with professionals for informational interviews
  ➢ **Events**: View upcoming career events, employer info sessions and submit your RSVP.
  ➢ **Employers**: Search employers by industry, name, and location
• If you make a mistake…
  ➢ Contact the CDC, we can most likely undo any “whoops” you may have
• LET US KNOW! Your feedback is always welcome.
  ➢ If you see or experience any glitches, please let our office know – we want everything to work properly.
If you have questions about Hamline Career Link, are having a problem with your account, or need help with using any of the features, please contact:

Career Development Center
Email: workshop@hamline.edu
Phone: 651-523-2302