

Steps to Register

1. Type in the following URL into your browser:
<https://csun-csm.symplicity.com/>
2. You will be asked, 'What type of user are you?'
 - Select the left box, labeled 'Student/Alumni'
3. A sign in page will appear:
 - Select the 'Register' button located on the right
4. Two fields will appear.
For 'Username,' enter your CSUN email (@my.csun.edu)
For 'Password,' enter **#CareerCenter**
 - This password is only for a one-time use.
5. Select 'Go'
6. Complete the registration form with as much information about you as possible. SUNlink matches you with jobs that you qualify for based on the information entered in your profile.
 - *Privacy: By selecting 'Yes' for 'Receive Email Notifications,' you choose to allow the CSUN Career Center to email you about job openings, on-campus career events, and career information. However, by selecting 'No,' you will still receive emails for system account updates.
7. Select 'Submit'
8. You will be sent a password reset link to your CSUN email.
Select the link and set your desired password.
9. Now you have access to thousands of available opportunities on SUNlink:
 - View and favorite employers, jobs and internships, both on and off campus
 - Receive information on and sign up for Career Center events and workshops
 - Schedule On-Campus Interviews
 - Search for research opportunities and fellowships
 - Explore careers and education through online resources

For further assistance with registration, please call (818) 677-2878.

How to use SUNlink

How do I update the information in my profile that is used to qualify me for positions?

- Select the 'My Account' tab located on the left side of the page
- Select 'Academic'

*Note: Keep your account updated. Your SUNlink account does not update on its own like your CSUN Portal.

*Note: Your current year in school is based on your graduation date, not the number of units completed. Your applicant type is 'Undergraduate' for students pursuing a Bachelor's, and 'Graduate' for students pursuing a Masters'. The Degree level is the degree you are working towards.

How do I change my password?

- Select the 'My Account' tab located on the left side of the page
- Select 'Privacy'
- Select 'Password', the 4th tab on the top of the page
- Enter your old password on the first line, then enter the new password on the second and third line; and select 'Submit'

How can I locate my favorite jobs and employers or search for jobs/internships?

- Select the 'Jobs/Experiential Learning' tab and a drop down menu will appear
- From that menu, select 'My Career Center Jobs'
- Within the search box field, type in any keywords
- You may also select 'Advanced Search' and enter any information to narrow your results
- To favorite jobs or employers, you can click the star next to the position or firm name
 - *For Jobs:* from the 'My Career Center Jobs' menu, select the subtab 'My Favorites' to see your starred positions
 - *For employers:* Select the 'Employers' tab and a drop down menu will appear. From that menu, you can select the subtab 'Favorite Employers' to see starred firms/companies.

How do I upload my resume, cover letter, and unofficial transcripts?

- Select the 'Documents ' tab, and then subtab
- Select the 'Add New' button located at the top of the page
- In the 'Label' field, create a desired name for the document
- Under 'Document Type,' select the appropriate option
- Select 'Choose File' to upload a document on your computer; then select 'Submit'
- *Note: You can upload up to 10 documents. However, you can only upload 1 unofficial transcript.

How can I RSVP for Career Center 'Events and Workshops'?

- Select 'Events & Workshops' tab
- In the subtabs, select either 'Career Fairs', 'Information Sessions', or 'Workshops' to find the desired event
- To RSVP, select the 'RSVP' button located under the title of the event

How do I apply for a position?

- Select the desired position title and select 'Apply'
- Upload all requested documents then select 'Submit'
- If you are invited for an On-Campus interview, make sure to go back into SUNlink to schedule your interview time