



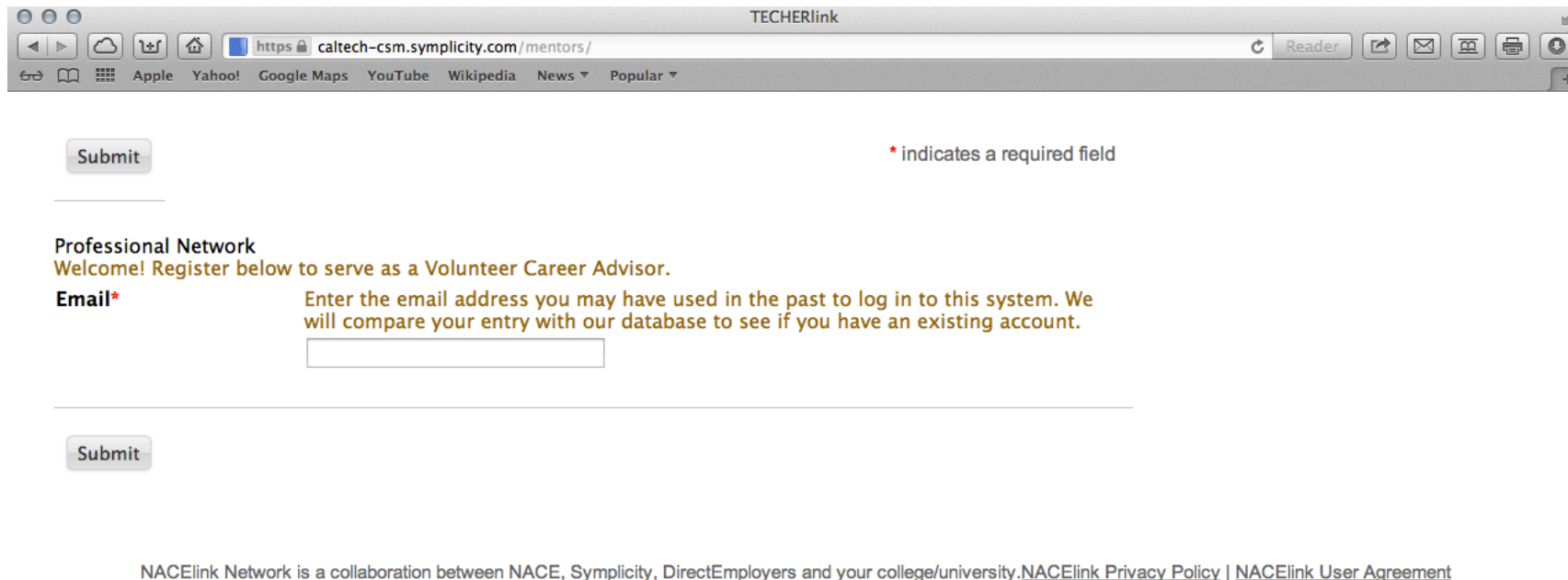
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## CALTECH ALUMNI CAREER CONNECTION

*Brought to you by the Caltech Career Center and the Alumni Association*

# USER GUIDE

Step 1: Register to be a Caltech Alumni Career Connection Mentor by going to <https://caltech-csm.symplicity.com/mentors>



The screenshot shows a web browser window with the title "TECHERlink" and the URL "https://caltech-csm.symplicity.com/mentors/". The browser's address bar and search bar are visible. Below the browser window, there is a "Submit" button on the left and a note on the right: "\* indicates a required field".

**Professional Network**  
Welcome! Register below to serve as a Volunteer Career Advisor.

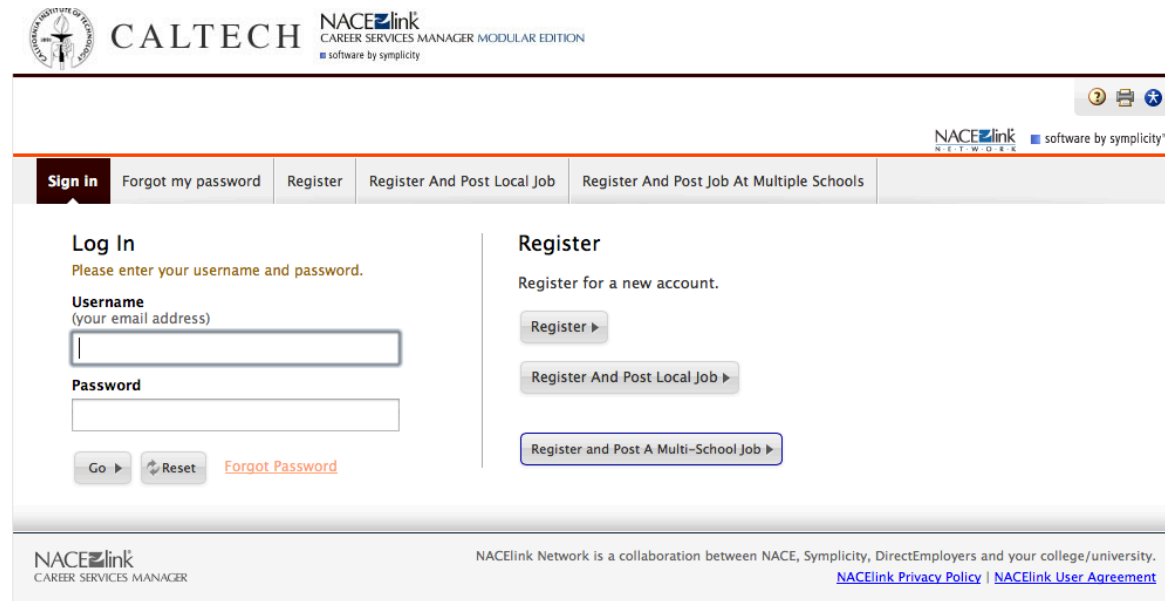
**Email\*** Enter the email address you may have used in the past to log in to this system. We will compare your entry with our database to see if you have an existing account.

Below the text is a text input field for the email address. At the bottom of the form is another "Submit" button.

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. [NACElink Privacy Policy](#) | [NACElink User Agreement](#)

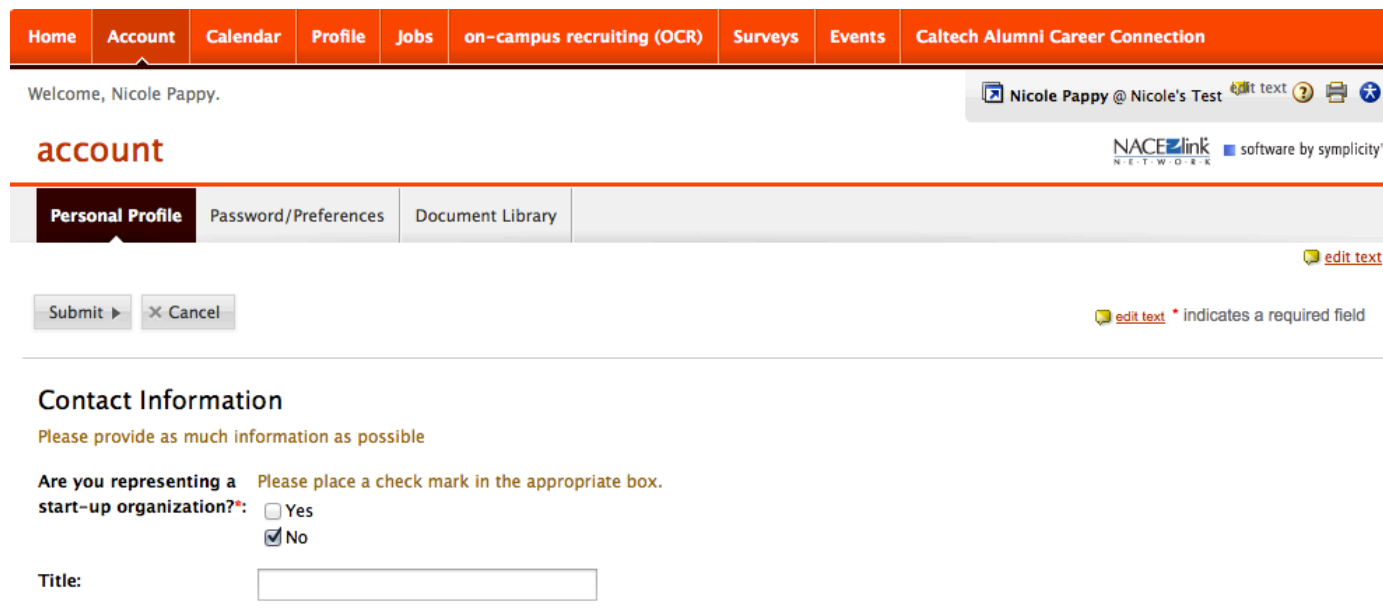
If you already have an account, after you enter your email address here you will be redirected to the login screen. If you forgot your password, just hit the Forgot Password link. If you do not already have an account and completed the registration form, you will receive a username and password to enter the system and complete your profile information within 24-48 hours

## Step 2: Log in to your Caltech Alumni Career Connection account on TEACHERlink.



The screenshot shows the NACElink Career Services Manager interface. At the top, there are logos for Caltech and NACElink. Below the logos is a navigation bar with options: Sign in, Forgot my password, Register, Register And Post Local Job, and Register And Post Job At Multiple Schools. The main content area is divided into two sections: Log In and Register. The Log In section has fields for Username (your email address) and Password, with buttons for Go, Reset, and a link for Forgot Password. The Register section has buttons for Register, Register And Post Local Job, and Register and Post A Multi-School Job. At the bottom, there is a footer with the NACElink logo and a note that NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university, with links to the NACElink Privacy Policy and NACElink User Agreement.

## Step 3: Complete all of the profile information required under your Account tab



The screenshot shows the NACElink account profile page. At the top, there is a navigation bar with options: Home, Account, Calendar, Profile, Jobs, on-campus recruiting (OCR), Surveys, Events, and Caltech Alumni Career Connection. Below the navigation bar, there is a welcome message: Welcome, Nicole Pappy. The main content area is titled "account" and has a sub-navigation bar with options: Personal Profile, Password/Preferences, and Document Library. The Personal Profile section has a "Submit" button and a "Cancel" button. Below the buttons, there is a "Contact Information" section with the instruction: Please provide as much information as possible. The section includes a question: "Are you representing a start-up organization?\*" with radio buttons for Yes and No. The No option is selected. Below the question, there is a "Title:" label and an empty text input field. At the bottom right, there is a legend: "edit text" indicates a required field.

## Step 4: Make any edits/addition to your Caltech Alumni Career Connection Mentor Profile

Home Account Calendar Profile Jobs on-campus recruiting (OCR) Surveys Events Caltech Alumni Career Connection

Welcome, Nicole Pappy.

Nicole Pappy @ Nicole's Test edit text ? ? ? ? ?

NACElink software by simplicity™

Save Changes Cancel

edit text \* indicates a required field

### professional network

#### Professional Network

Welcome! Register below to serve as a Volunteer Career Advisor.

**Active\*:** Make my professional network profile active  
 Yes  No

**Maximum number of students that can express interest\*:**

**Maximum Mentee Reset Interval\*:** The number of days the current number of interested mentees is reset to 0  
 30  90  180  Never

To view Excel files, you may need [Excel Viewer 2003](#).

#### INTERESTED STUDENTS

No Records Found.

Once you set your profile to ACTIVE, current Caltech students will be able to search for you in our database.

Step 5: Reach out to your interested Mentees. You will receive an email entitled “Professional Network Mentee Interest Notification,” but you can also log in and view the mentee information under the Interested Students section

The screenshot shows the 'Professional Network' settings page for Nicole Pappy. The navigation bar includes Home, Account, Calendar, Profile, Jobs, on-campus recruiting (OCR), Surveys, Events, and Caltech Alumni Career Connection. The user is logged in as Nicole Pappy @ Nicole's Test. The page title is 'professional network' and it is powered by NACElink software by sympathy. There are 'Save Changes' and 'Cancel' buttons. A note indicates that an asterisk (\*) denotes a required field. The 'Active\*' section has a radio button selected for 'Yes'. The 'Maximum number of students that can express interest\*' is set to 10. The 'Maximum Mentee Reset Interval\*' has radio buttons for 30, 90, 180, and Never, with 30 selected. On the right, the 'INTERESTED STUDENTS' section has buttons for 'Mail to Checked' and 'Save As Excel', and a 'SHOW 20 per page' dropdown. Below this is a table with one student listed: Student Debug, with an interest expressed on September 30, 2012, at 10:42 pm. A checkbox is present to the left of the student's name.

Home Account Calendar Profile Jobs on-campus recruiting (OCR) Surveys Events Caltech Alumni Career Connection

Welcome, Nicole Pappy. Nicole Pappy @ Nicole's Test

professional network NACElink software by sympathy

Save Changes Cancel \* indicates a required field

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#### INTERESTED STUDENTS

Mail to Checked Save As Excel SHOW 20 per page

Items 1-1 of 1

	Mentee	Interest Expressed ^
<input type="checkbox"/>	Student Debug	September 30, 2012, 10:42 pm

Items 1-1 of 1

By placing a check in the box to the left of the student’s name, you are able to hit Mail to Checked to email this student. You can also respond to the email you receive (Professional Network Mentee Interest Notification) to reply directly to the student via your email.

**Question: How do I control how many students can contact me?**

Answer: When you go to the Caltech Alumni Career Connection tab, you are asked the maximum number of students that may express interest. Along with that, you are also asked to specify your desired reset interval. For example, if you say that 5 students may express interest and make the reset interval 30, this would mean that 5 students can hit their forgot interest button within a 30 day period. After that 30 day period if complete, the system resets and now another 5 students are able to contact you.

**Question: I no longer want to be a mentor or do not have the time to work with interested students. How do I make sure no students can express interest?**

Answer: You can go to the Caltech Alumni Career Connection tab and set Active to NO. We would welcome you to set that to YES once you have time again!

**Question: Why do I see these other tabs, like Job Postings, On-Campus Recruiting and Events?**

Answer: As an alumni and mentor to our students, we welcome you to bring your experience to Caltech beyond being a mentor. If your company is recruiting, whether by posting a job or coming on-campus to conduct an Information Session, you are able to do those things while logged in to TEACHERlink.