



TecherLink User Guide Series

Part I

How to register, log in and update your profile information

Step 1: Go to <https://caltech-csm.symplicity.com/> and click on the STUDENT/ALUMNI box

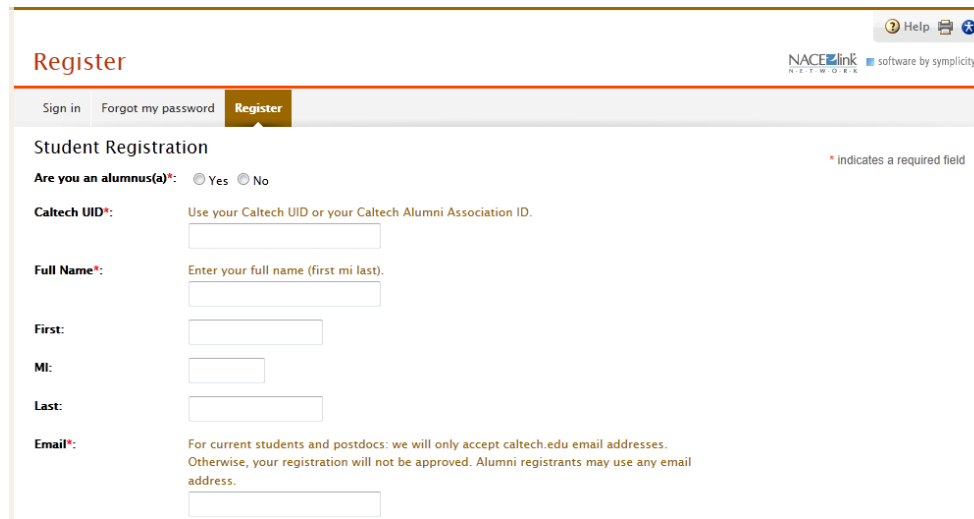
What type of user are you?



Step 2: If you have never created a username/password, click on the REGISTER button. (If you have already registered, continue by typing in your username, password and click GO

The image displays two forms side-by-side. The 'Log In' form on the left has a title 'Log In' in red, followed by the instruction 'Please enter your username and password.' It contains two input fields: 'Username (your email address)' and 'Password'. Below the fields are three buttons: 'Go ▶', 'Reset', and a red link 'Forgot Password'. The 'Register' form on the right has a title 'Register' in red, followed by the instruction 'Register for a new account.' It features a single 'Register ▶' button with a yellow arrow pointing to it from below.

Step 3: Complete the registration form. If you are a current student or postdoc, be sure to supply us with your Caltech.edu e-mail address. Once your registration is submitted, our staff will approve it and you will receive an e-mail that contains your username and password.



The screenshot shows the 'Register' page for NACElink. At the top, there are links for 'Sign in', 'Forgot my password', and 'Register'. The main heading is 'Student Registration'. Below this, there are several fields and options:

- Are you an alumnus(a)*:** Radio buttons for 'Yes' and 'No'. A note indicates that '*' indicates a required field.
- Caltech UID*:** A text input field with the instruction 'Use your Caltech UID or your Caltech Alumni Association ID.'
- Full Name*:** A text input field with the instruction 'Enter your full name (first mi last)'. Below this are three separate input fields for 'First:', 'MI:', and 'Last:'.
- Email*:** A text input field with the instruction 'For current students and postdocs: we will only accept caltech.edu email addresses. Otherwise, your registration will not be approved. Alumni registrants may use any email address.'

Step 4: This is your homepage. Take note of the tabs at the top of the page: Profile, Documents, Jobs and Internships, Employers, Interviews, Surveys, Events and Calendar. These will all be explained in subsequent user guides.



The screenshot shows the user's homepage. At the top, there is a navigation bar with tabs for 'Home', 'Profile', 'Documents', 'Jobs and Internships', 'Employers', 'Interviews', 'Surveys', 'Events', and 'Calendar'. Below the navigation bar, there is a search bar and a 'Log Out' button. The main content area is divided into several sections:

- SHOW ME:** A section with checkboxes for 'Announcements' and 'Notifications', both of which are checked.
- Fall Career Fair - Students:** A section featuring a megaphone icon, the text 'CALIFORNIA INSTITUTE OF TECHNOLOGY', and 'Fall Career Fair' in a stylized font. Below this, it says 'Wednesday, October 19, 2011 BROWN GYM 10:00 AM TO 2:00 PM'.
- Connect with Facebook:** A button with the Facebook logo and the text 'Connect with Facebook'.
- GETTING STARTED:** A section with a list of items: 'Account Created', 'Personal Profile', 'Privacy Settings', 'Academic Profile', and 'Resume'. The first three items have green checkmarks, while the last two have radio buttons.

Step 5: Click on the PROFILE tab and complete the required information contained in both the PERSONAL and ACADEMIC sub-tabs. This information will be used as criteria for job applications.

The screenshot shows the NACElink profile page with the 'Academic' tab selected. The page includes a navigation bar with 'Home', 'Profile', 'Documents', 'Jobs and Internships', 'Employers', 'Interviews', 'Surveys', 'Events', and 'Calendar'. Below the navigation bar, there are tabs for 'Personal', 'Academic', 'Privacy', 'Talent Search', and 'Password/Preferences'. The 'Academic' tab is active, displaying various fields for completion. A 'Completion Status' sidebar on the right shows a checklist of items, with 'Graduation Date', 'Year in school', 'Applicant Type', 'Major(s)', and 'GPA' marked as complete with green checkmarks. The 'Academic Information' section includes fields for 'Graduation Date*' (Spring 2013), 'Year in school*' (Freshman), 'Applicant Type*' (Current Student), 'Major(s)*' (Aerospace Engineering), 'GPA' (0.00), and 'Work Authorization*' (U.S. Citizen). A yellow arrow points to the 'Password/Preferences' tab.

Step 6: Click on the PASSWORD/PREFERENCES tab if you would like to change the system generated password that you received in your registration e-mail

The screenshot shows the NACElink profile page with the 'Password/Preferences' tab selected. The page includes a navigation bar with 'Home', 'Profile', 'Documents', 'Jobs and Internships', 'Employers', 'Interviews', 'Surveys', 'Events', and 'Calendar'. Below the navigation bar, there are tabs for 'Personal', 'Academic', 'Privacy', 'Talent Search', and 'Password/Preferences'. The 'Password/Preferences' tab is active, displaying fields for 'Old Password', 'New Password', and 'New Password' (confirmation). A yellow arrow points to the 'Password/Preferences' tab. The 'Accessible Mode (for visually impaired users)' section is also visible, with radio buttons for 'Yes' and 'No'.