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)
**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.

![Register Form](image)

**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.

![Homepage](image)
**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.

**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.