

Welcome to CareerLink. Below is an easy way to get started and begin posting positions.

Steps on how to get started:

Visit <https://philau-csm.symplicity.com/employers/> to set up an account or log into an existing account.

In the future, if you can't remember your password, go to the login page, enter your email address, and if you can't remember your password, click on the "forgot password" link and follow instructions. The system will send you a new password via email.

If you registered with another NACELink school, you can use that login to enter CareerLink and post jobs.

**When you are setting up an account for the first time**, you can choose one of these three options: Register, Register And Post a Job for PhilaU Students/Alumni (no charge) or Register And Post a NACELink Multi-School Job (fee applies). If you choose just to Register you will just be able to create an employer profile. If you choose to register AND post only to the PhilaU community, (CareerLink), there will be no fee for the posting. If you choose to post to multiple NACELink schools, the listing at PhilaU will be free, but you will choose at least one other school besides PhilaU and there will be a fee of \$25 per school.

**Typically within one business day, you will receive an email to inform you that your registration has been approved.** You will receive an email with your randomly assigned password shortly thereafter; this will allow you to enter the system at any time to post additional job and internship listings, manage applications or remove job listings once they have been filled. You will see additional instructions on the website as you go through the system.

To see the list of participating NACELink colleges and universities, please go to this website: [http://www2.nacelink.com/nl\\_schools\\_list.php](http://www2.nacelink.com/nl_schools_list.php)