Quick Tips for Getting Started on CareerLink

**Tips for Students and Alumni**

If you used GradBizRecruiting (GBR) previously, you already have an account on CareerLink at [https://business-stthomas-csm.symplicity.com/](https://business-stthomas-csm.symplicity.com/)

- **Students/alumni with active GBR accounts:** Graduate Business Career Services sent your new CareerLink login and password information to you in email.

- **Students and alumni with inactive GBR accounts:** Call 651-962-8807 or [gradcareers@stthomas.edu](mailto:gradcareers@stthomas.edu) to reactive your account and request login and password information.

- **If you were listed on GBR as a part-time student, but you are actually a graduate,** please contact our office and request a manual password setup.

If you never used GradBizRecruiting, you will need to set up a new account.

- **Students registering for the first time on CareerLink:** Register at [https://business-stthomas-csm.symplicity.com/](https://business-stthomas-csm.symplicity.com/) and await email indicating account creation. Your login and password are the same ones you use to access UST resources. When you login for the first time, go to Documents>Document Library, where you will find a full set of instructions under “Guide to Using CareerLink”.

- **Alumni registering for the first time on CareerLink:** Register at [https://business-stthomas-csm.symplicity.com/](https://business-stthomas-csm.symplicity.com/) and await email indicating account creation. Your login is your student/alumni ID number (100xxxxxx). If you do not remember this number, call our office at 651-962-8807 or email [gradcareers@stthomas.edu](mailto:gradcareers@stthomas.edu). When you login for the first time, go to Documents>Document Library, where you will find a full set of instructions under “Guide to using CareerLink”.

Students and alumni must have a resume submitted and approved via CareerLink before gaining full rights to the system. Full rights include viewing employer job postings and making your resume available to employers on one or more of CareerLink’s resume books.

**Tips for Employers**

- **Current GradBizRecruiting (GBR) Users:** We created an account for you on CareerLink at [https://business-stthomas-csm.symplicity.com/](https://business-stthomas-csm.symplicity.com/) Graduate Business Career Services sent your new CareerLink login and password information to you on 9/15/2010 in email. Your login is the email address you used on GBR. If you forgot your password, select the Forgot Password button, and the system will instantly generate a new password and send it to your email address. When you
**New CareerLink Users:** You can register at [https://business-stthomas-csm.symplicity.com/](https://business-stthomas-csm.symplicity.com/) and CareerLink will send your login and password to your email address. Each user on the system requires a unique email address, which remains confidential unless you choose to reveal it to candidates. When you login for the first time, go to Documents>Document Library, where you will find a full set of instructions under “Employer Guide to using CareerLink”.