



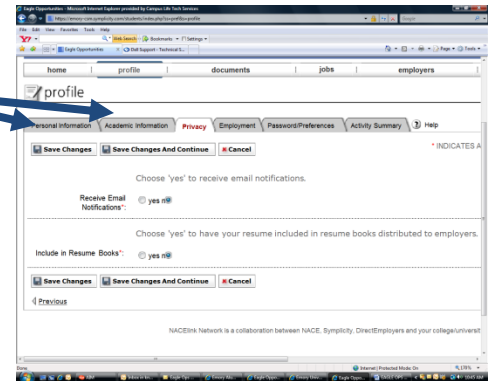
HOW TO: QUICK REFERENCE GUIDE

HOW TO LOG IN

- Go to www.career.emory.edu
- Click on the “Students” link*
- Click on Eagle Opportunities
- Or go directly to: <https://emory-csm.symlicity.com/students/>
- Username is your EMORY ID# Password is emory (lowercase)

HOW TO UPDATE YOUR PROFILE

- It is important to complete ALL Personal Information AND ALL Academic Information. Not doing so may make you ineligible for some employment opportunities!**
- From the home page click on Profile
- Complete form - click **SAVE CHANGES AND CONTINUE** at the bottom of the page
- Under Privacy tab, **CHECK YES** to receive e-mail notifications. This allows the system to contact you for changes to interview schedules, upcoming application deadlines, etc.
- Under Privacy tab, **CHECK YES** to be included in resume books
- CLICK ON SAVE CHANGES – your profile is complete

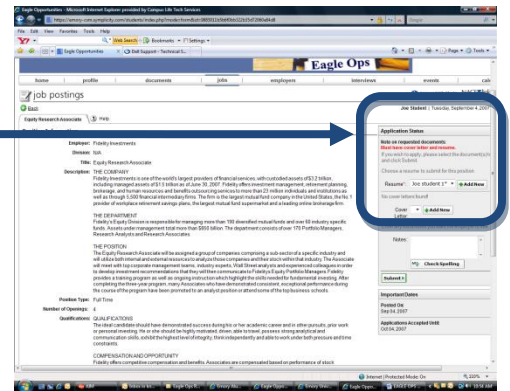


HOW TO UPLOAD A RESUME

- From the home page, click on DOCUMENTS
- Click on **ADD NEW**
- Under Label, name your document how you would like it to appear to employers
- Select the appropriate document type. In this case, select “resume”
- Browse for the document you would like to upload
- Click **SUBMIT**
- Follow the same process to upload a cover letter, unofficial transcript or other documents

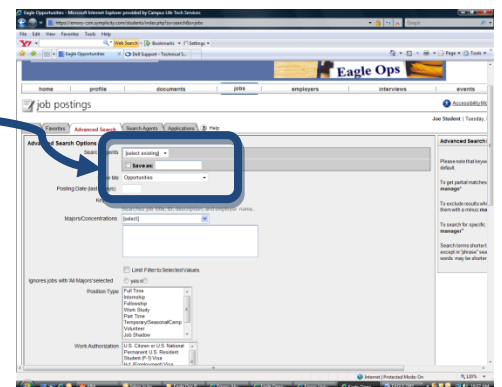
HOW TO APPLY FOR A JOB

- From the home page, click on JOBS and scroll down to the EAGLE OPPORTUNITIES JOBS
- Select a job you are interested in and click on the job title
- In the upper right hand corner of the screen you will see a box titled APPLICATION STATUS
- If you are eligible to apply for this position you will be able to attach a resume and cover letter
- Check to make sure you have selected the appropriate documents
- Click **SUBMIT**
- Please note for many postings you will not be able to retrieve information once it has been submitted. Please double check your cover letter and resume for any errors prior to clicking SUBMIT.**



HOW TO SET UP A SEARCH AGENT

- From the home page, click on JOBS and scroll down to the EAGLE OPPORTUNITIES JOBS
- Click on the “Advanced Search” tab
- Check the box “save as” and name your search agent
- Fill out the remainder of the page to select the criteria on which the agent will search, and click **SUBMIT** at the bottom of the page
- Your search agent will run and be saved for future searches
- To schedule a search agent to run regularly, go to the search agent tab
- Click on the saved search agent OR click SCHEDULE
- Click “ENABLE”
- Select your frequency
- Click SUBMIT



*For a complete “Student User Guide”, please go to www.career.emory.edu, and click on the “students” link to download a copy