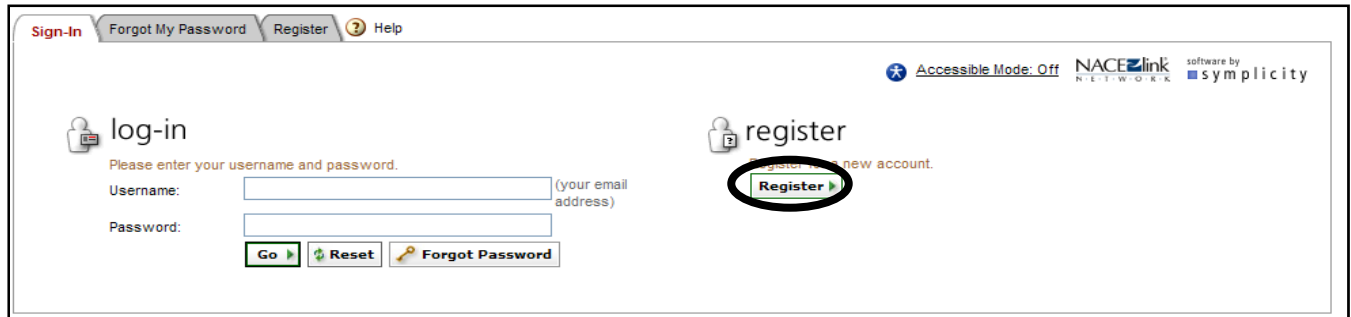


COCCStudentJobs Instructions

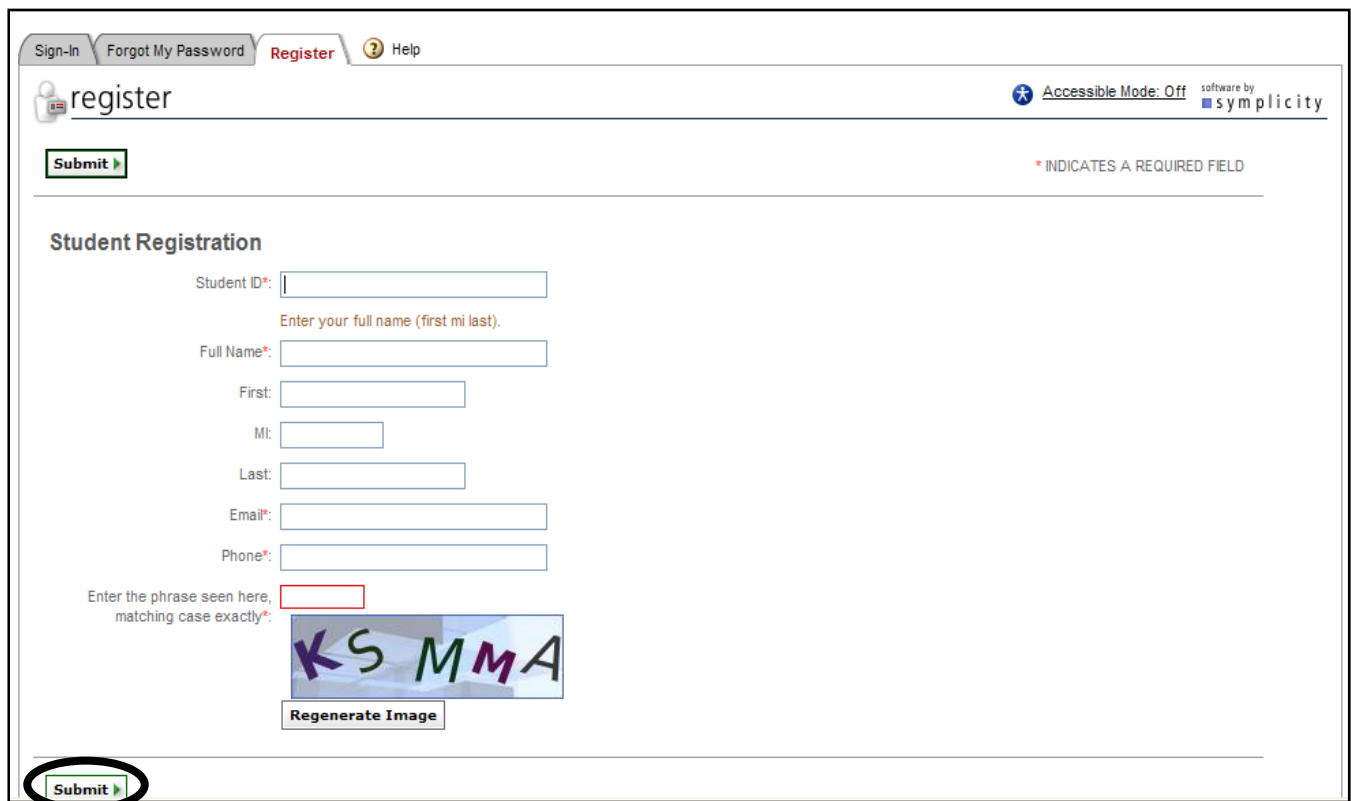
Student Account Registration

1. Go to *COCCStudentJobs*: <http://cocc-csm.symlicity.com/students/>
2. Click on the REGISTER button



The screenshot shows the top navigation bar with 'Sign-In', 'Forgot My Password', 'Register', and 'Help' tabs. On the right, there are logos for 'Accessible Mode: Off', 'NACElink NETWORK', and 'software by symlicity'. The 'log-in' section on the left prompts the user to enter a username and password, with a 'Go' button and links for 'Reset' and 'Forgot Password'. The 'register' section on the right prompts the user to 'register a new account' and features a 'Register' button circled in black.

3. Complete the STUDENT REGISTRATION form and click on the SUBMIT button



The screenshot shows the 'register' page with a 'Submit' button at the top left. Below it is the 'Student Registration' form. The form includes fields for 'Student ID*', 'Full Name*' (with sub-fields for 'First', 'MI', and 'Last'), 'Email*', and 'Phone*'. A CAPTCHA image with the text 'KS MMA' is displayed, with a 'Regenerate Image' button below it. A 'Submit' button is circled in black at the bottom left. A note '* INDICATES A REQUIRED FIELD' is visible on the right side of the form.

4. Once the STUDENT REGISTRATION form is submitted, an email message will be sent to the student's email address.
 - Click on the link in the email message to verify the email address and confirm the student account registration with *COCCStudentJobs*.

(picture on next page)

Monday, June 30, 2008, 08:55 am

From **COCCStudentJobs**:

Someone has requested an account with your email address in **COCCStudentJobs**.

For security purposes, this request cannot be processed without this email address verification step.

Please visit the link below to confirm your email address.

- http://cocc-csm.symphlicity.com/students/conf_reg_email.php?ck=9ccd7c63a4abc2bd0a4d7f2a7396731b

Otherwise, please ignore this message.

If you believe this message might be the result of a security breach, please alert the CSM administrator(s) immediately by replying to this email.

Thank you.

COCC Career Services

5. Once the student clicks on the link, the student account registration must be reviewed and accepted by the *COCCStudentJobs* Administrator.
 - This process can take between one and three business days.
6. Once accepted, an email message will be sent to the student's email address.
 - This email message contains the student's username and password for *COCCStudentJobs*.

Monday, June 30, 2008, 08:58 am

Dear [REDACTED]

WELCOME to **COCCStudentJobs**!!

We are pleased to inform you that your registration with **COCCStudentJobs** has been reviewed and your account is now active.

Please point your web browser to:

- <http://cocc-csm.symphlicity.com/students>

Your username and password are as follows:

- Username: [REDACTED]
- Password: [REDACTED]

With your account, you can now search for jobs and internships posted by employers registered with **COCCStudentJobs** and access job posted through the NACELink system:

1. Go to <http://cocc-csm.symphlicity.com/students>
2. Enter your username and password and click on GO
3. You are now on your HOME PAGE
4. Click on the JOBS tab on the top menu bar
5. Begin searching to jobs using the search criteria!!

If you wish to customize your password, log into your account and select the ACCOUNT tab on the top menu bar.

7. Now the student can log-in to *COCCStudentJobs* and begin searching job postings.