

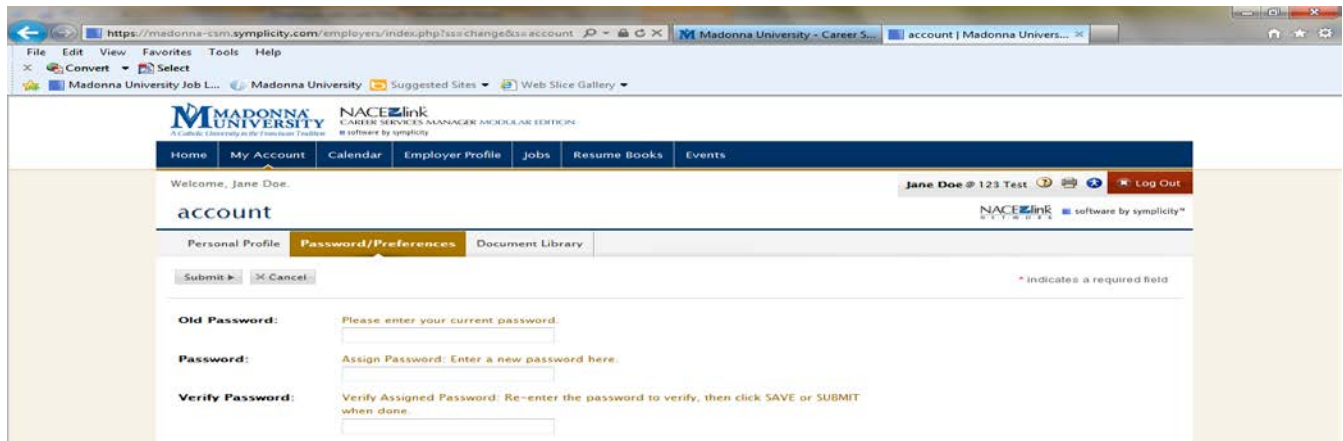
## FAQ

### How do I log in or register?

See “Detailed Instructions” on the previous page for step by step instructions.

### How do I change my password?

Select the “My Accounts” tab at the top of the page. Select the “Password/Preferences” tab and fill in the following information and click “Submit”:



The screenshot shows a web browser window with the URL <https://madonna-csm.symplicity.com/employers/index.php?ss=change&ss=account>. The page header includes the Madonna University logo and the NACElink logo. The navigation menu has tabs for Home, My Account, Calendar, Employer Profile, Jobs, Resume Books, and Events. The user is logged in as Jane Doe. The main content area shows the 'account' page with a sub-tab for 'Password/Preferences'. The form contains the following fields:

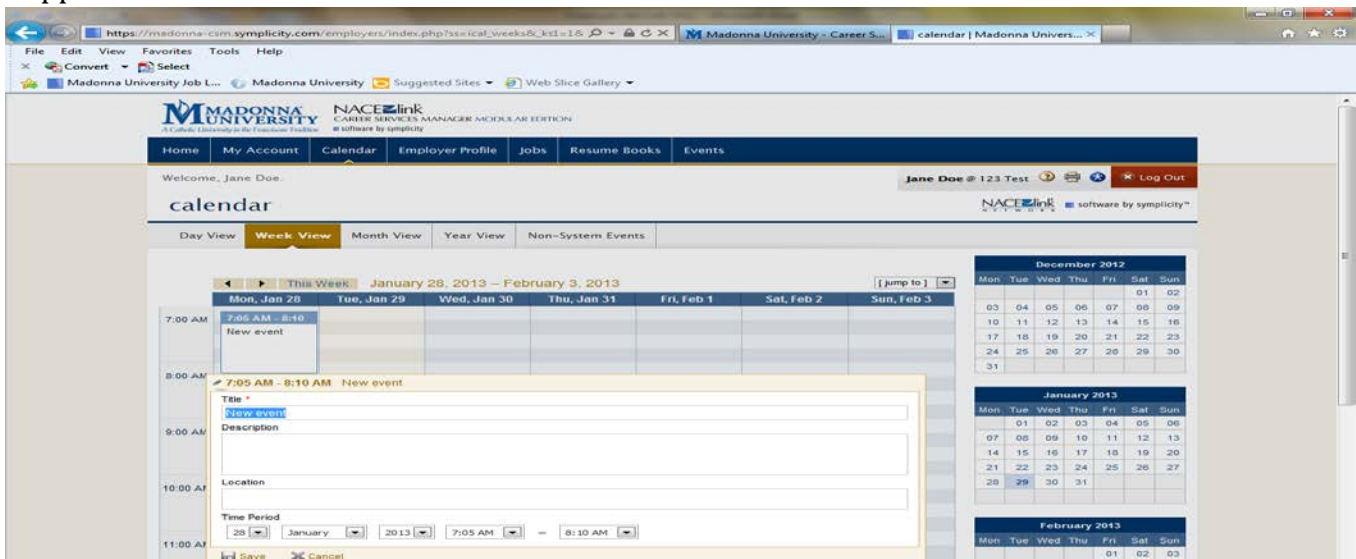
- Old Password:** Please enter your current password.
- Password:** Assign Password: Enter a new password here.
- Verify Password:** Verify Assigned Password: Re-enter the password to verify, then click SAVE or SUBMIT when done.

There are 'Submit' and 'Cancel' buttons at the top left of the form area. A note indicates that an asterisk (\*) denotes a required field.

### How do I add events to my calendar?

Select the “Calendar” tab at the top of the page. Select the view that you want (you can only add events/appointments in “Day View” and “Week View”).

Move your mouse over the day and starting time of the event/appointment. Left click and drag the mouse to the ending time of the event/appointment, then let go. This screen will appear:



The screenshot shows the 'calendar' page in 'Week View' for the week of January 28, 2013, to February 3, 2013. A pop-up form is displayed for creating a new event. The form includes the following fields:

- Title:** New event
- Description:**
- Location:**
- Time Period:** 7:05 AM - 8:10 AM

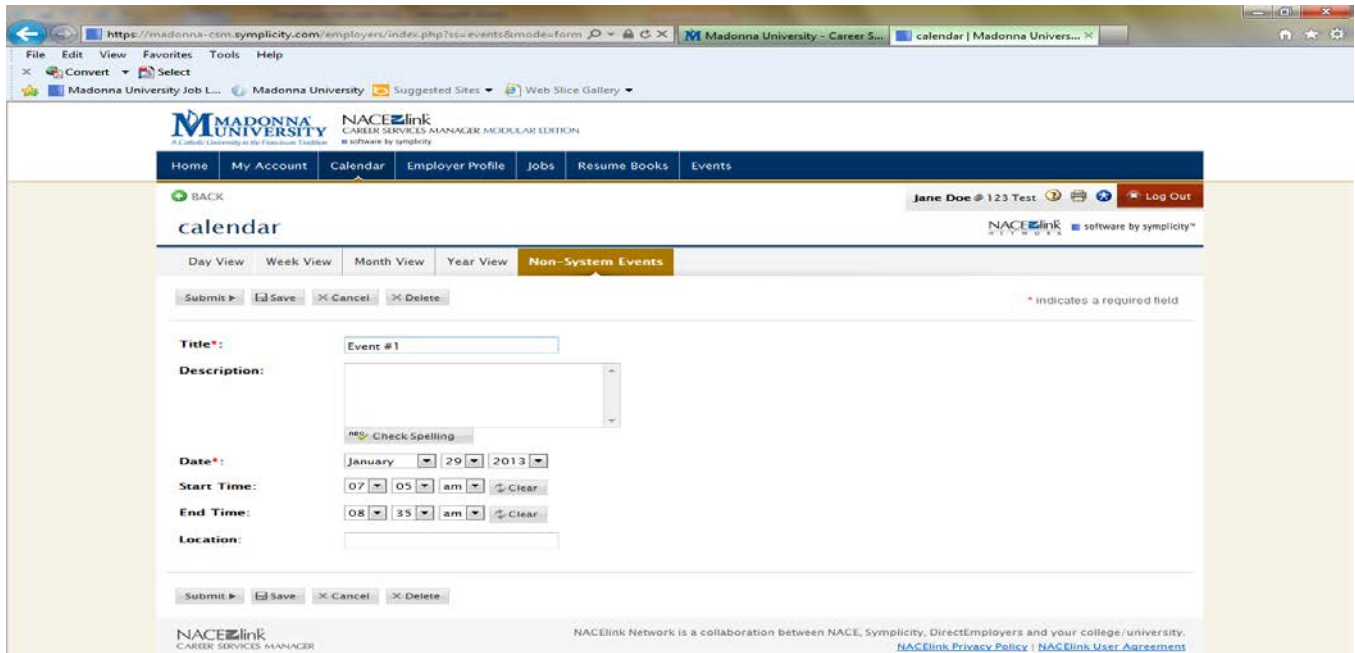
The form also has 'Save' and 'Cancel' buttons. In the background, a calendar grid is visible with a date range selector set to 'This Week'.

You may then add a description, location, or change the date and time of the event.

Click “Save”.

## How do I change/delete events off of my calendar?

In either “Day View” or “Week View” click on the title of your event/appointment. You will be taken to a screen similar to this:



Make desired changes, click “Save” then “Submit”. If you would like to delete the event/appointment, click “Delete”. You will be asked if you are sure that you want the deletion to be made because it cannot be undone; click “Yes”.

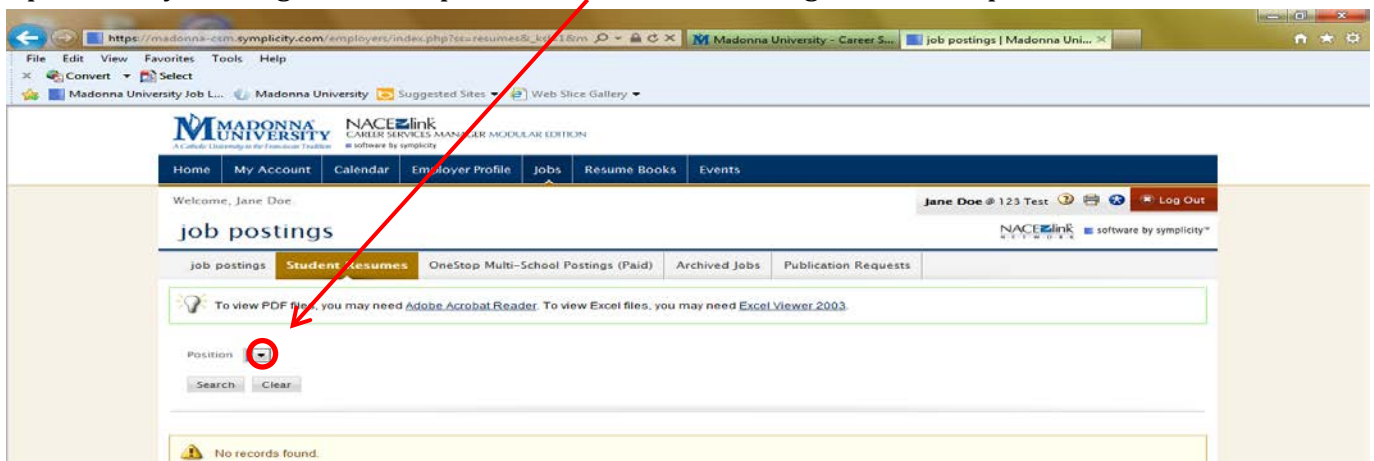
**Note:** All calendar events/appointments are located under the “Non-System Events” sub-tab (in the “Calendar” tab), thus if you are looking up multiple events/appointments you do not have to search for each one by day or week.

## How do I check what jobs I have posted?

Click on the “Jobs” tab at the top of the screen. Click on the “Job Postings” sub-tab – These are your current posted positions. Click on the “Archived Jobs” sub-tab – These are jobs that you have posted in the past but are now expired.

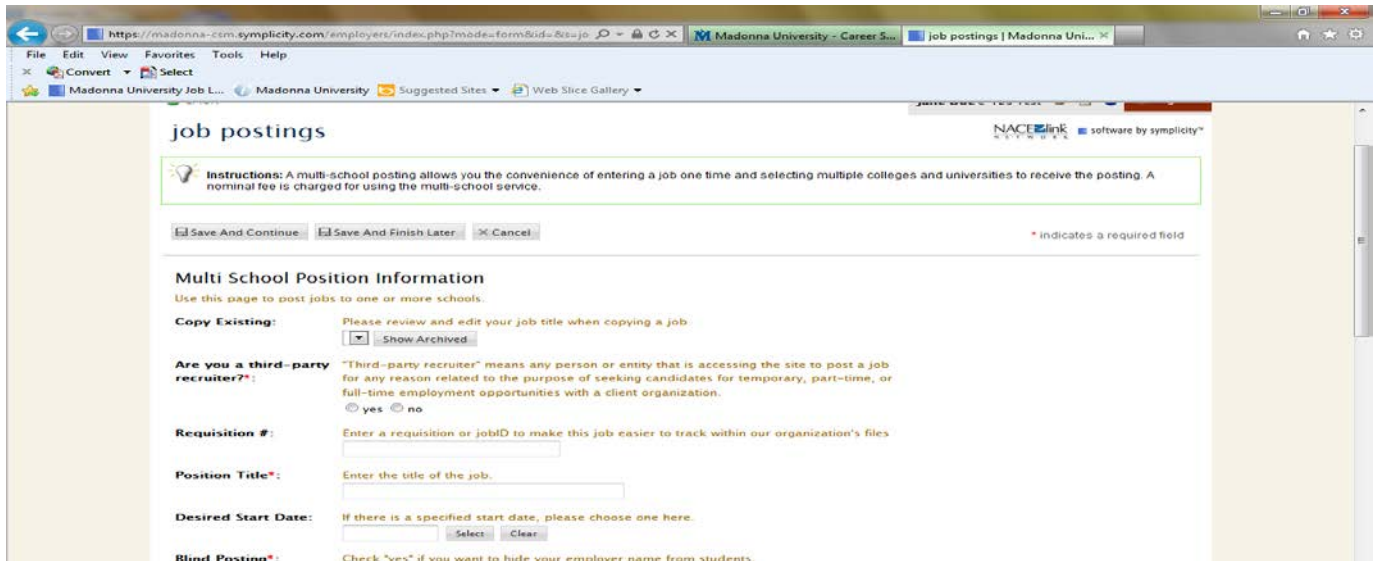
## How do I check who applied for my job posting?

Click on the “Student Resumes” sub-tab – These are the students/alumni who have applied for your open position. Note: If you have multiple positions posted you can filter the applicants per position by clicking on the drop down arrow and selecting the desired position. See below:



## How do I post additional NACELink multi-school job postings?

Click on the “Jobs” tab located at the top of the screen. Next, click on the “One Stop Multi-School Postings (Paid)” sub-tab. To add a new position, click “Add New”. You will be taken to this screen:



The screenshot shows a web browser window with the URL <https://madonna-csm.symlicity.com/employers/index.php?mode=forms&id=6&sa=jo>. The page title is "job postings" and it features the NACELink logo and "software by symlicity".

**Instructions:** A multi-school posting allows you the convenience of entering a job one time and selecting multiple colleges and universities to receive the posting. A nominal fee is charged for using the multi-school service.

Buttons: Save And Continue, Save And Finish Later, Cancel. A red asterisk indicates a required field.

**Multi School Position Information**  
Use this page to post jobs to one or more schools.

**Copy Existing:** Please review and edit your job title when copying a job.

**Are you a third-party recruiter?\*** "Third-party recruiter" means any person or entity that is accessing the site to post a job for any reason related to the purpose of seeking candidates for temporary, part-time, or full-time employment opportunities with a client organization.  
 yes  no

**Requisition #:** Enter a requisition or jobID to make this job easier to track within our organization's files.

**Position Title\*:** Enter the title of the job.

**Desired Start Date:** If there is a specified start date, please choose one here.

**Blind Posting\*:** Check "yes" if you want to hide your employer name from students.

Fill out the fields with your information. **Note: fields with red asterisks are required fields and must be filled out.** Click “Save and Continue”. If you need additional help, see “**Register and Post of Multi-School Job**” on the “Detailed Instructions” help guide.