FCC Statewide Virtual Career Fair – Student Registration & Set-Up Guide

Create Your Account

1. **Go to** **https://fcc-vcf-csm.symplicity.com/students**

2. **On the right side of the page select 'Sign-Up'**
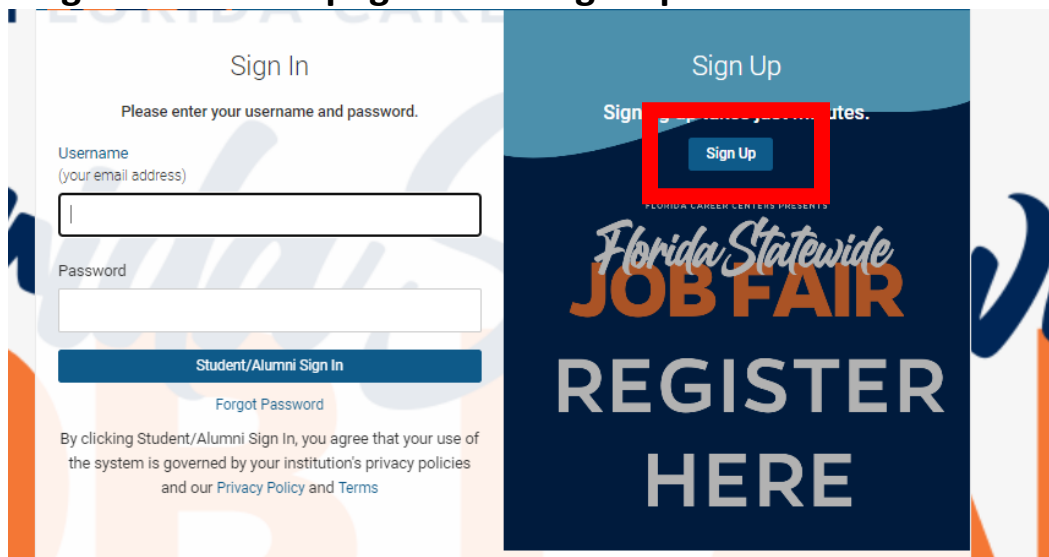
3. **Enter your information.**
    a. **Full Name**
    b. **Student Email**
    c. **School**
    d. **Degree Level**
    e. **Graduation Date**
    f. **Classification (Freshman, Sophomore, Junior, Senior, Etc.)**

4. *Verify Your Email. **You will receive an email with a verification link. Click that link and wait for the Password Set-Up email.***
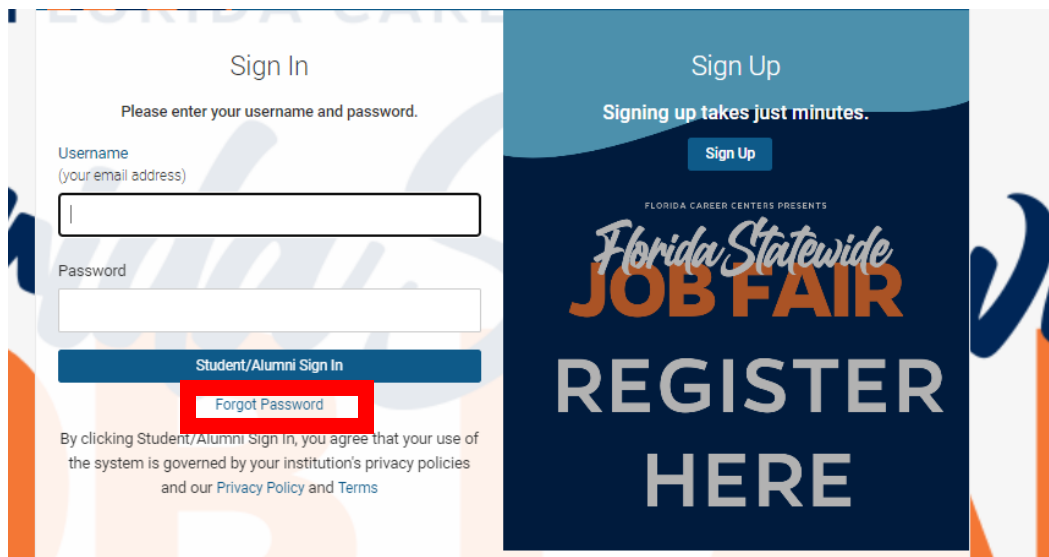
5. **Create your Password.** *After verifying your email, you will receive an email to create your Password. Click on the link and create your password.*

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Upload Your Resume & Create a Profile

1. **Go to** **https://fcc-vcf-csm.symplicity.com/students**
On the left side of the screen log in to your account. *After you have created your account, if you ever have trouble logging in you can use the 'Forgot My Password' feature to get a link to set a new password.*
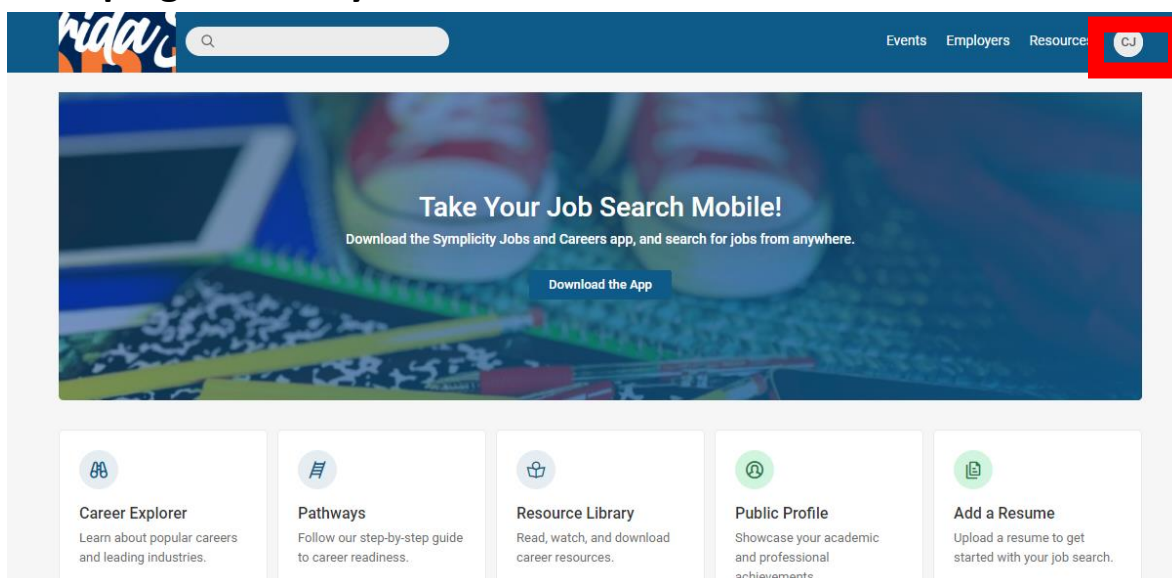
2. **On the top right, select your initials:**

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3. Select 'Public Profile'
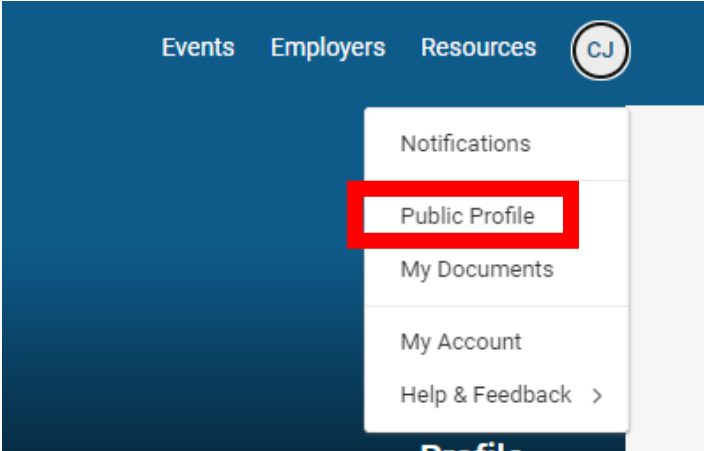
4. Upload your Resume using the link provided, and give it a name viewable to employers:
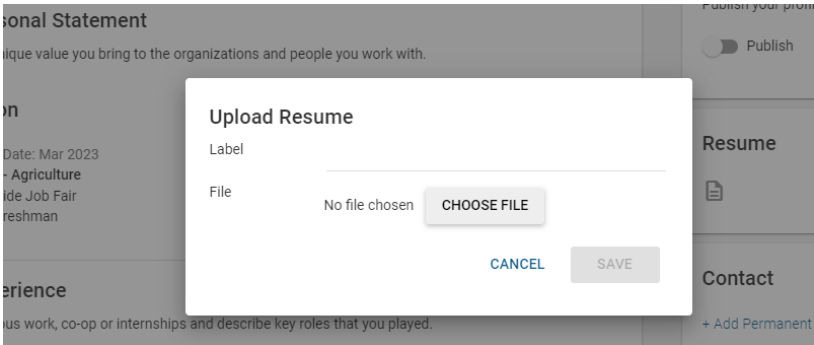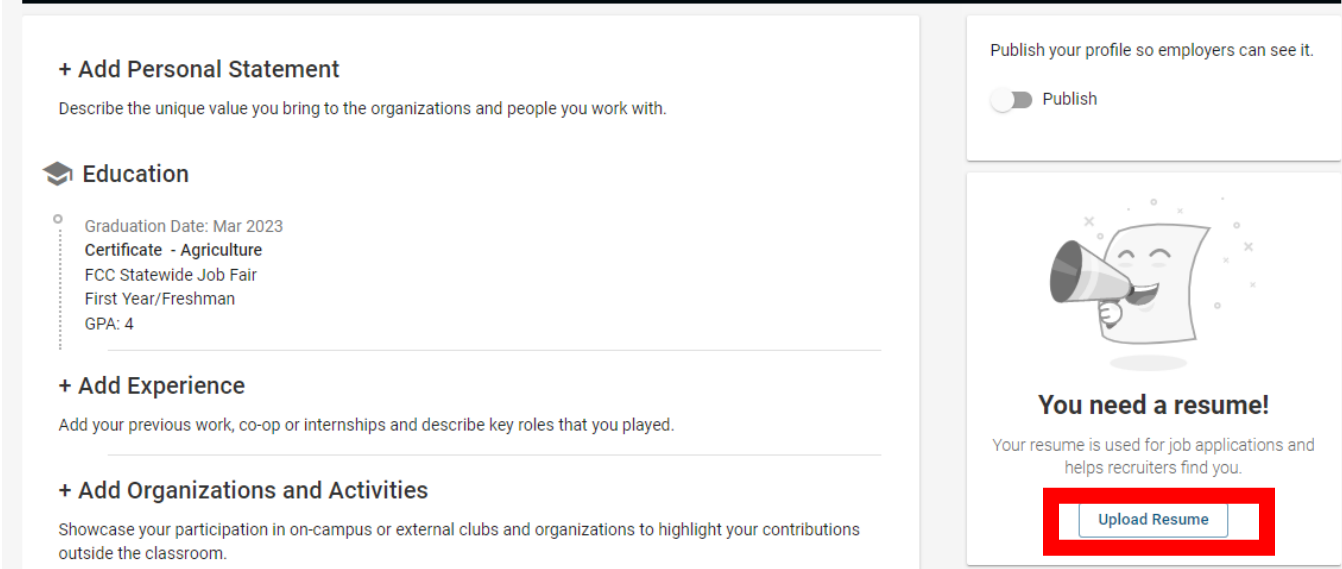
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5. **Optional: Update your profile. You can update as many or all of the fields as you see fit including the below fields by hovering over the section, and selecting the pencil icon:**

- Personal Statement
- Upload an Image
- Experience
- Organization & Activities

- Skills & Competenices
- Projects
- Contact Information

6. **Make your profile viewable to employers by selecting 'Publish'**