Instructions for using the RockefellerCareers Career Management System:

To Register:
- Log on to https://albanyrockefeller-csm.symplicity.com/students/
- Click Register
- Complete the profile information noted on the page
  - Note: Students should create their own username
- Upon clicking the “Submit” button on the registration page, a message will be sent to your email, click on the link in the email to verify your email address
  - Note: An email address must be verified in order to access RockefellerCareers
- Once your email is verified, you will receive an approval message, including your password, in approximately 1 business day

To Create a Profile:
- Log in to RockefellerCareers
- Using the toolbar on the top of the page, select “Profile”
- Complete the profile section – specifically the Personal Information and Academic Information

To Upload a Resume, Cover Letter, or Other Documents:
- Using the toolbar on the top of the page, select “Documents”
- Click “Add New”
- Select a document type and label, and upload your document using the “Browse” button
  - Note: all documents should be in Microsoft Word format
- Click “Submit”
- Your document will then be added to a queue for review by the Rockefeller College Office of Career Development. All documents MUST be approved before you can apply to any position through RockefellerCareers – approvals typically take between 1-2 business days
  - You will receive an email stating if your document has been approved or is pending changes
  - If your document is pending changes, please log on to RockefellerCareers, click on “Documents” and “Pending Documents.” Click the Word Icon next to the document’s link to view track changes and comments. You may upload a new version of your document for approval
  - If you have questions about your document, please contact Rockefeller.Careers@albany.edu

To Apply for Jobs or Internships:
- Using the toolbar at the top of the page, select “Jobs”
- Use the search functions on the “Jobs” tab, or select the “Advanced Search” tab to select further criteria and click “Search”
- Once your search is complete, select the “Job Title” to view the position description
- Follow the application instructions – if applying via RockefellerCareers, select a resume and cover letter (if needed) and click “Submit”
- Note: Responses to application materials are not guaranteed

Forgot your Username or Password?
- Password: Log on to https://albanyrockefeller-csm.symplicity.com/students/ and select the tab “Forgot my password”
- Username: Email Rockefeller.Careers@albany.edu with your name and email address