

Instructions for using the Symplicity 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 Symplicity
 - Once your email is verified, you will receive an approval message, including your password, in approximately 1 business day
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To Create a Profile:

- Log in to Symplicity
 - Using the toolbar on the top of the page, select “Profile”
 - Complete the profile section – specifically the Personal Information and Academic Information
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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 & Alumni Programs. All documents MUST be approved before you can apply to any position – 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 Symplicity, click on “Documents” and “Pending Documents” to view 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
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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 Symplicity, select a resume and cover letter (if needed) and click “Submit”
 - Note: Responses to application materials are not guaranteed
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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