

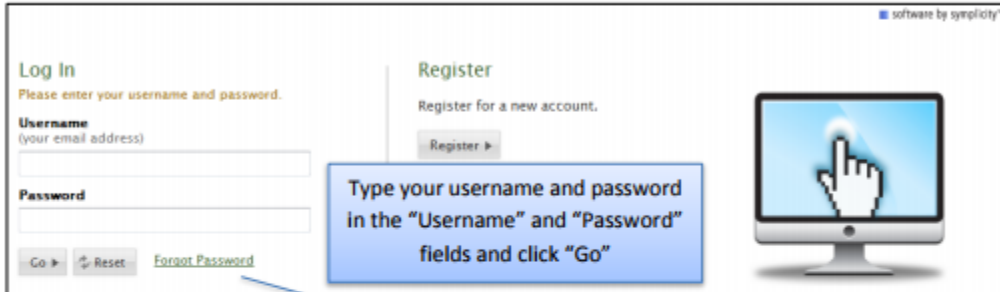
# HNBA Career Fair - Symplcity FAQ:

## 1. Symplcity Log-in & Forgot Password Instructions:

### Log-in

#### Logging into the system

#### Sign In Page

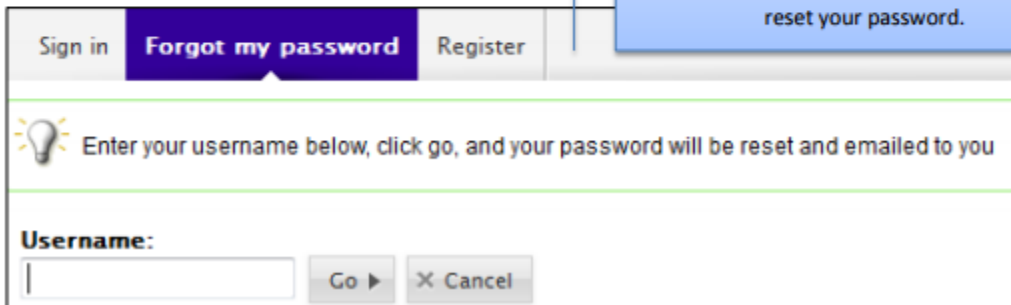


The screenshot shows the Symplcity Sign In Page. On the left, there is a "Log In" section with the instruction "Please enter your username and password." Below this are two input fields: "Username (your email address)" and "Password". At the bottom of the log in section are three buttons: "Go ▶", "Reset", and "Forgot Password". To the right of the log in section is a "Register" section with the instruction "Register for a new account." and a "Register ▶" button. On the far right is an image of a computer monitor with a hand cursor pointing at it. A blue callout box points to the "Go ▶" button and contains the text: "Type your username and password in the 'Username' and 'Password' fields and click 'Go'".

### Forgot my password

If you forget your password click on the "Forgot my password" button and you will be prompted to submit your username and click "Go".

If your username matches a username in the system, you will be sent an email with a link to reset your password.



The screenshot shows the Symplcity "Forgot my password" page. At the top, there are three tabs: "Sign in", "Forgot my password" (which is highlighted in a dark blue bar), and "Register". Below the tabs is a light blue box with a lightbulb icon and the text: "Enter your username below, click go, and your password will be reset and emailed to you". Below this box is a "Username:" label followed by an input field. To the right of the input field are two buttons: "Go ▶" and "Cancel".

## 2. How to change your Password or Pin:

The screenshot shows a web application interface for changing a password or PIN. At the top, there is a navigation bar with links: Home, Credentials, Jobs, Employers, Events, Calendar, Surveys, Resources, My Account, and Jump to. Below this is a breadcrumb trail: Home > My Account > Password/Preferences. The main content area has a sub-navigation bar with tabs: Profile, Privacy, Password/Preferences (which is highlighted), and Activity Summary. Below the tabs are 'Submit' and 'Cancel' buttons. The 'Password/Preferences' section includes an 'Accessible Mode' section with radio buttons for 'Yes' and 'No'. There are four main input sections: 'Old Password' with a text field and a prompt 'Please enter your current password.'; 'Password' with a text field and a prompt 'Assign Password: Enter a new password here.'; 'Verify Password' with a text field and a prompt 'Verify Assigned Password: Re-enter the password to verify, then click SAVE or when done.'; and 'Pin' with a text field and a prompt 'Enter a pin here to set or change. Your pin must be 4 digits only.' Below the 'Pin' section is a 'Verify Pin' section with a text field and a prompt 'Enter the pin again'. At the bottom, there is an 'Access History' section with a table of access logs. Blue callout boxes with arrows point to the 'My Account' tab, the 'Password/Preferences' tab, the 'Password' field, and the 'Pin' field. A search bar is visible in the top right corner.

**Change Password or Pin**

Home > My Account > Password/Preferences

profile

Profile Privacy **Password/Preferences** Activity Summary

Submit Cancel

**Accessible Mode:** Improves accessibility and compatibility with screen reader software  
 Yes  No

**Old Password:** Please enter your current password.  
[Text Field]

**Password:** Assign Password: Enter a new password here.  
[Text Field]

**Verify Password:** Verify Assigned Password: Re-enter the password to verify, then click SAVE or when done.  
[Text Field]

**Pin:** Enter a pin here to set or change. Your pin must be 4 digits only.  
[Text Field]

**Verify Pin:** Enter the pin again  
[Text Field]

**Access History**

**Access History:**

Jul 16, 2012 @ 10:23 AM	71.62.136.82	Fredericksburg, VA	Home Computer
Jul 16, 2012 @ 10:16 AM	71.62.136.82	Fredericksburg, VA	Unknown Device
Jul 06, 2012 @ 1:10 PM	108.84.28.142	Roswell, GA	Work Computer
Jul 06, 2012 @ 9:54 AM	108.84.28.142	Roswell, GA	Work Computer

[Show All Authorized Devices](#)

Once you have logged in, go to the "My Account" tab to change your password

Click on the "Password/Preferences" tab

Type your new password in the "Password" field and then re-enter it in the "Verify Password" field and click "Submit"

Type your new password in the "Pin" field and then re-enter it in the "Verify Pin" field and click "Submit"

### 3. How to build your Symplicity Profile:

#### Build a profile

#### Profile Screen

The screenshot shows the Symplicity Profile Screen. At the top, there is a navigation bar with tabs: Home, Credentials, Jobs, Employers, Events, Calendar, Surveys, Resources, My Account, and Jump to. Below this, the breadcrumb trail reads "Home > My Account > Profile". The main heading is "profile". There are four sub-tabs: Profile (selected), Privacy, Password/Preferences, and Activity Summary. Below the tabs are three buttons: "Save Changes", "Save Changes And Continue", and "Cancel". A note indicates "\* Indicates a required field".

The "Faculty" section contains the following fields:

- Faculty ID: 104857546
- Salutation: [empty]
- Name\*: Jim P. Smith
- Last Name: Smith
- First Name\*: Jim
- MI: P.
- Email\*: jsmith@lema.edu
- Direct Phone\*: 919-896-8965
- Department Phone: [empty]

The "COMPLETION STATUS" section lists various profile fields with checkboxes:

- Profile Information
- Faculty ID
- Salutation
- Name
- Last Name
- First Name
- MI
- Direct Phone
- Department Phone
- Fax
- Faculty Type
- Position Title
- Department
- College/School
- Campus
- Major

Callout boxes provide the following instructions:

- "Click on the Profile tab to update email address and other contact information" (points to the Profile tab).
- "Build a personal profile (contact information, change password, etc.) by clicking on the 'My Account' main navigation" (points to the My Account tab in the top navigation bar).
- "Click on the 'Privacy' tab to update your privacy setting for being included in receiving emails from your advising office" (points to the Privacy tab).
- "Update system access by clicking on the Password/Preferences tab to update your password" (points to the Password/Preferences tab).

**NOTE:** It is important to keep this information current as this will be used for communication.

## 4. How to review your Symplicity Account Activity:

### Review CSM Activity

#### Activity Summary Screen

The screenshot shows the Symplicity Account Activity Summary screen. The navigation bar includes Home, Credentials, Jobs, Employers, Events, Calendar, Surveys, Resources, My Account, and Jump to. The breadcrumb trail is Home > My Account > Activity Summary. The page title is "profile" and the "Activity Summary" tab is selected. The date range is set to 2012-07-01 to 2012-07-16. A callout box points to the "Activity Summary" tab with the text: "View a log of all the logged CSM actions clicking on the 'Activity Summary' tab". Another callout box points to the "Select" buttons in the date range field with the text: "Click 'Select' to filter the activity list by selecting the date in the calendar". Below the date range, there is a warning: "Queries may be run on all saved event log data, but are restricted to a time span of no more than 1 months. Results limited to 1000 to optimize performance. Please use filters to find desired entries." The results show 1-2 of 2 entries in a table:

Date/Time	Label	Class	Username	User Type	Lvl
<a href="#">Jul 16, 2012, 10:25 am</a>	Favorite Employer Contact Add		jsmith@demo.edu	Faculty	9
<a href="#">Jul 16, 2012, 10:25 am</a>	Favorite Employer Add		jsmith@demo.edu	Faculty	9

A callout box points to the "Date/Time" column with the text: "View specific details about an action such as IP Address, Action Type and User ID by clicking on a link in the Date/Time column".