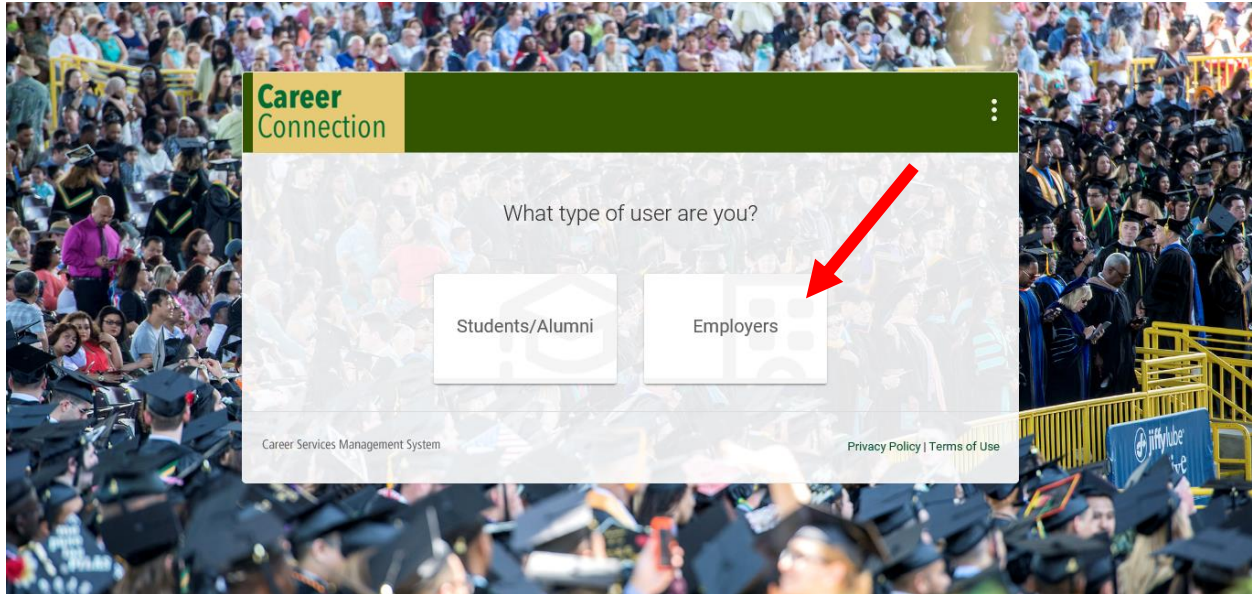
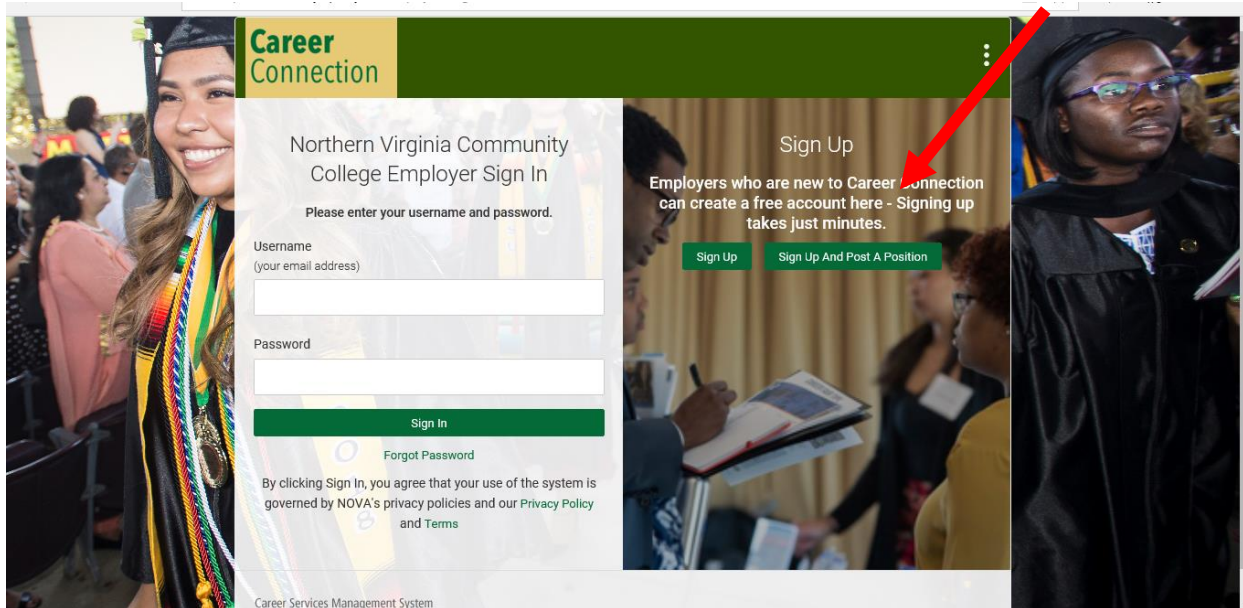


## Employer Guide: How to Access NOVA Career Connection

**Step 1:** Log onto <https://nvcc-csm.symplicity.com/> to access the Career Connection employers log in page. Select employers as your user type.



**Step 2:** Create your Career Connection account by clicking on the Sign Up link below.



**Step 3:** Complete the Employer Information Sheet and click on Submit to register your employer account.

The screenshot shows a 'Sign Up' form for an employer account. The form is titled 'Sign Up' and has a navigation bar with links for 'Sign in', 'Forgot my password', 'Sign Up', and 'Sign Up and Post a Job'. The main section is 'Employer Information' with the instruction 'Please provide as much information as possible.' The form includes the following fields:

- Organization Name \*
- Description \* (with a dropdown arrow)
- Industry \* (with a list of options: Actuarial Science, Administration, Advocacy/Political Action, Agriculture, Animation, Architecture Technology and Drafting, Archives, Automotive Technology-Diesel)
- Website \* (with the note '(if applicable)')

At the bottom of the form, there is a reCAPTCHA 'I'm not a robot' checkbox and a green 'Submit' button. A red arrow points to the 'Submit' button. Below the form, there is a disclaimer: 'By clicking submit, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms'. The footer of the form reads 'Career Services Management System'.

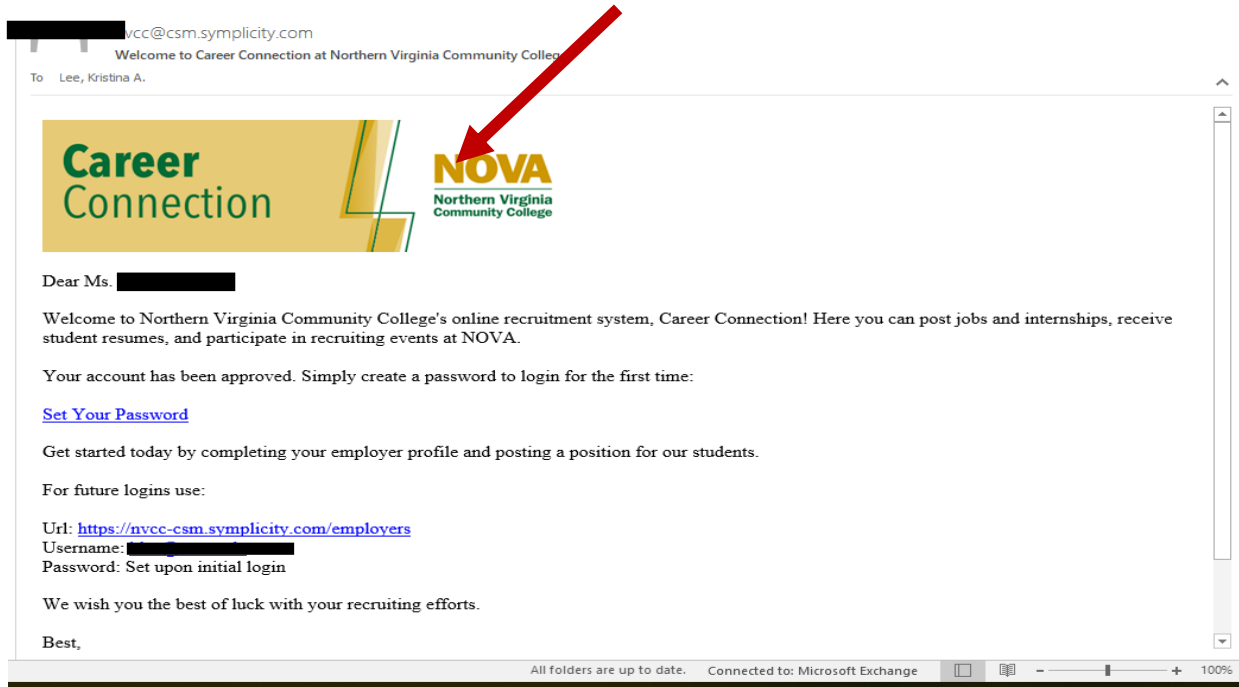
**Step 4:** Congratulations! You have registered your account in Career Connection. Once your company has been verified by the NOVA Career Service department you will receive an email with further instructions.

The screenshot shows the 'Career Connection' 'Sign Up' confirmation page. The page has a green header with the 'Career Connection' logo and a navigation bar with links for 'Sign in', 'Forgot my password', 'Sign Up', and 'Sign Up and Post a Position'. The main content area contains the following text:

Thank you for registering. You will receive an email within one business day with login instructions once your account has been reviewed and approved.

The footer of the page reads 'Career Services Management System'.

**Step 5:** Once you have received the employer registration approval; update your password to access your Career Connection profile.



**Step 6:** Congratulations! You are now able to connect with our NOVA students and alumni.

More detail information provided about your company will allow you to better connect with students on their search for opportunities. Specific details in a job posting such as target majors and industry, credentials and geographic locations will allow better matches with students based on their Career Connection profiles.

