**Employer Guide: How to Access NOVA Career Connection**

**Step 1:** Log onto [https://nvcc-csm.symplicity.com/](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.

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

Dear [Name],

Welcome to Northern Virginia Community College’s online recruitment system, Career Connection! Here you can post jobs and internships, receive student resumes, and participate in recruiting events at NOVA.

Your account has been approved. Simply create a password to login for the first time:

Set Your Password

Get started today by completing your employer profile and posting a position for our students.

For future logins use:

- Url: [https://nvcc-csm.symplicity.com/employers](https://nvcc-csm.symplicity.com/employers)
- Username: [Your Username]
- Password: Set upon initial login

We wish you the best of luck with your recruiting efforts.

Best,

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.