IF YOU HAVE NEVER USED NACELINK BEFORE, PLEASE FOLLOW THE DIRECTIONS FOR FIRST-TIME USERS. IF YOU ARE ALREADY REGISTERED, PLEASE FOLLOW THE DIRECTIONS FOR REGISTERED STUDENTS.

DIRECTIONS FOR FIRST-TIME USERS ENTERING THE SYSTEM…

- Go to https://chatham-csm.symplicity.com/students/.
- OR: Access the NACELink button from MyChatham located under “My Tools.”
- Click on the Register link.
- Complete the Registration Profile along with creating a password for yourself.
- Your username is your Chatham email address.
- Click the Submit link to complete and submit the registration form.
- Be aware that your account will have to be verified by the office of Career Development before you can access NACELink’s internal information.
- Once your account is approved, you will be alerted by a verification email. You can then activate/access your account through the link found in the email.
- Please note that posting your resume to your account is NOT required to review the online opportunities, but is highly recommended.
- See below text for directions for registered students and searching made easy.

DIRECTIONS FOR REGISTERED STUDENTS

- Go to https://chatham-csm.symplicity.com/students/.
- Type in your username (Chatham email address) and your password.
- Click on the Go link.
- The next screen allows you to update your registration form, upload your resume, and search for positions.

SEARCHING MADE EASY

- You may search by the type(s) of jobs you are interested in pursuing: *Full-time, Part-time, Internship, Community Service, Seasonal, Volunteer, Student Employment, Freelance/Babysitting,* or *Temporary*
- You may search without identifying specific criteria by clicking the Jobs tab.
- Optional: Under Advanced Search you can searched based on criteria you choose this will allow you to conduct a narrower search.

If you have questions, please contact Career Development at 412-365-1209 or careers@chatham.edu. You can also visit Career Development on the 3rd floor of the JKM Library.