



# CAREER CONNECTIONS CENTER



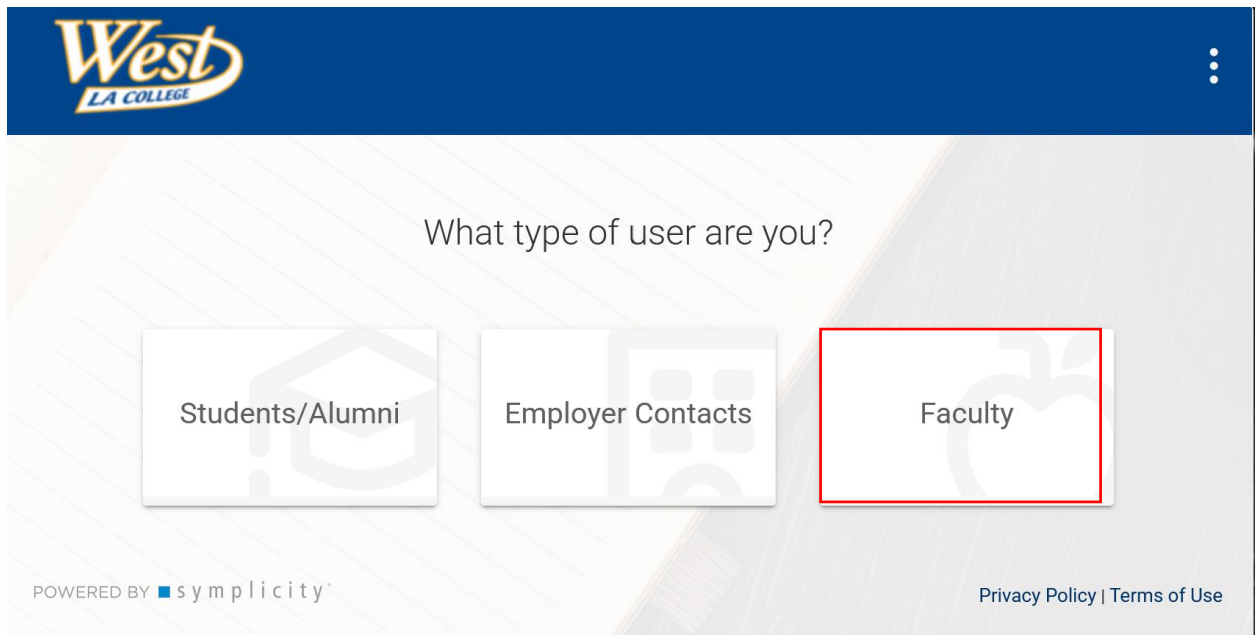
Faculty Intro Guide

## Login and navigation on the Faculty Interface

### Step 1: Login to the Platform

- Open your favorite web browser and navigate to:

<https://wla-csm.simplicity.com/>



Step 2: You will be prompted to login. Enter your username and password.

The screenshot shows the West LA College login page. At the top left is the West LA College logo. The page is split into two main sections. The left section is titled "Faculty Sign In" and contains a form with two input fields: "Username (your email address)" and "Password". A red box highlights these two fields. Below the form is a blue "Sign In" button, a "Forgot Password" link, and a disclaimer: "By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms". The right section is titled "Sign Up" and features the text "Signing up takes just minutes." with a blue "Sign Up" button. The background of the right section is a photograph of four people (three women and one man) looking at a tablet and documents on a table.

**West LA COLLEGE**

### Faculty Sign In

Please enter your username and password.

Username  
(your email address)

Password

**Sign In**

[Forgot Password](#)

By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy and Terms](#)

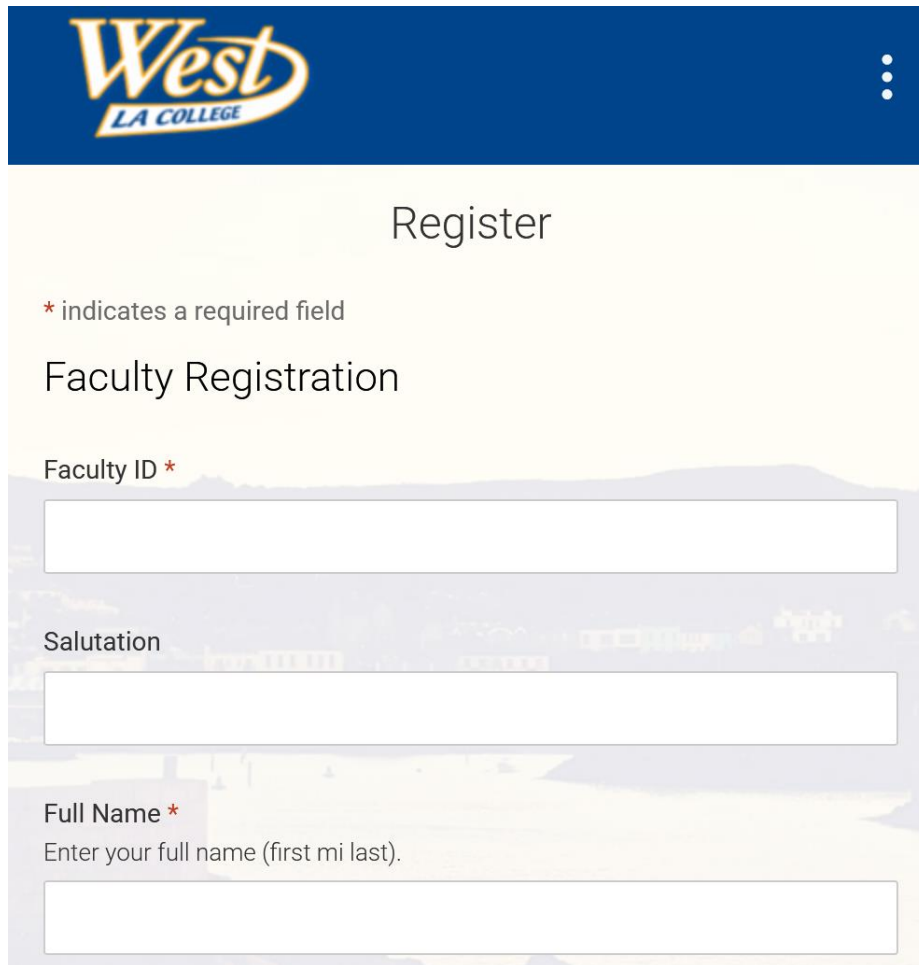
### Sign Up

Signing up takes just minutes.

**Sign Up**

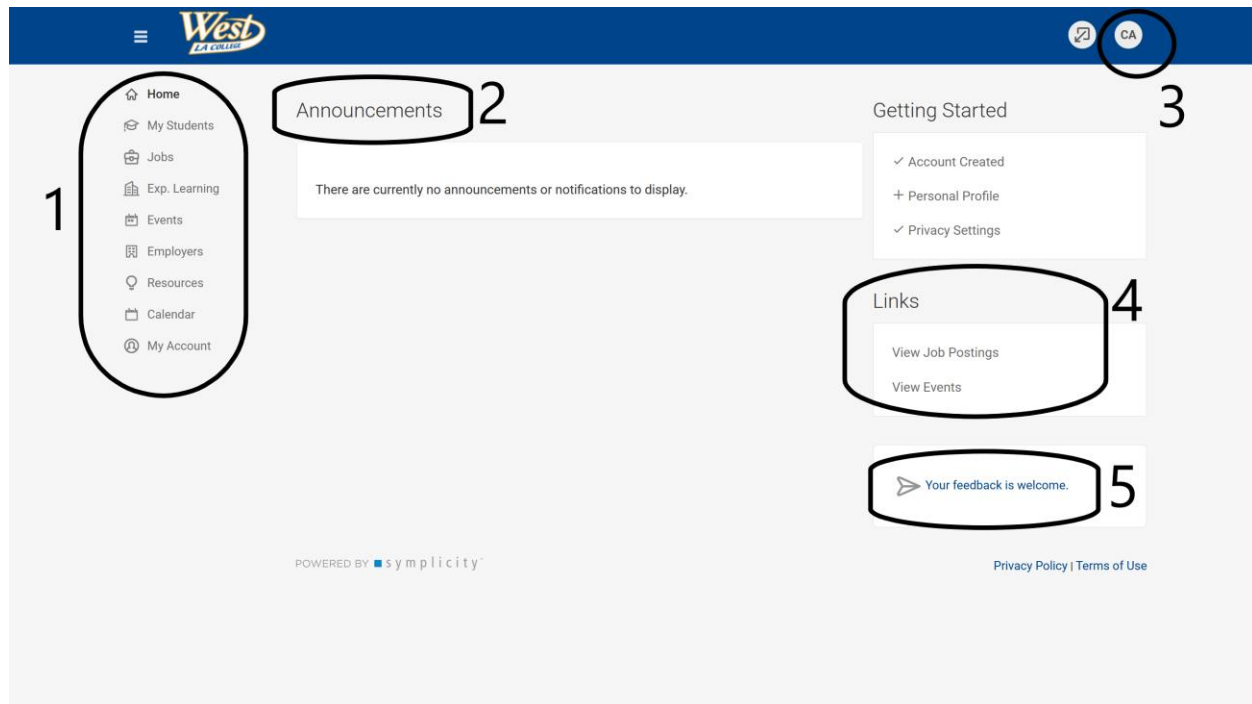
POWERED BY **SYMPPLICITY**

Note: If you have not created a Faculty Account, please use the “Sign Up” button to register and fill in the requested information:



The screenshot shows a registration form for West LA College. At the top left is the college's logo, and at the top right is a three-dot menu icon. The main heading is "Register". Below this is a note: "\* indicates a required field". The form title is "Faculty Registration". It contains three input fields: "Faculty ID \*" (with an asterisk), "Salutation", and "Full Name \*" (with an asterisk). Below the "Full Name" field is a sub-instruction: "Enter your full name (first mi last).". The background of the form area features a faint image of a coastal town and harbor.

### Step 3: Navigate to the Homepage



1. Navigation Menu – Use this menu to navigate between the different Symplicity pages:
  - Home – Return to the home page
  - My Students – View students who are assigned to you and message them as a group or individually
  - Jobs – View jobs available on the platform and recommend students to specific positions
  - Exp. Learning – View students, their submitted assignments and hours for the Work Experience Program
  - Events – View upcoming events hosted by the Career Center
  - Employers – View the employers in our database, follow any who are in your industry and save your favorite contacts
  - Resources – View articles related to career development
  - Calendar – View upcoming events in calendar form

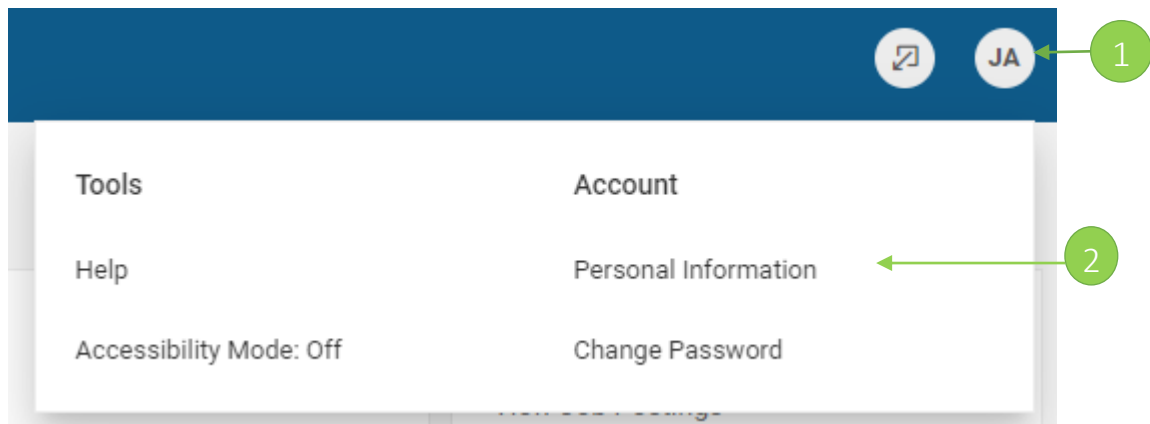
My Account – Edit any information you submitted when creating your account

2. Announcements – View relevant announcements or notifications
3. Account & Settings Menu – Access help, activate accessibility tools, update your account information and password
4. Links – Links to frequently used features
5. Feedback – Submit any feedback on the Career Center Simplicity platform

#### Step 4: Update your Info

Now is a good time to review your information and make updates if necessary.

- Open **Account & Settings Menu**
- Select **Personal Information**



Edit your information in **Personal Profile** and select your privacy settings, including whether you'd like to receive emails from Symplicity

Home / My Account / Privacy

Profile Privacy Password/Preferences

Save Changes Save Changes And Continue Cancel

\* indicates a required field

General

Receive Email Notifications \*  
Choose 'yes' to receive email notifications.

Yes  No

Save Changes Save Changes And Continue Cancel

POWERED BY ■ s y m p l i c i t y

### Step 5: Recommend Students for a Job

West LA COLLEGE

Home / Jobs

Use the "Recommend to Students" button to suggest positions to your students. You will be able to share these jobs & internships by sending an email message through the system.

Jobs Favorites Job Leads/Archived Positions

Keywords Location Search Advanced Search

Batch Options

Featured Show 20

- Click on “Jobs” > “Jobs” in the Navigation Menu
- Use the “Keywords” search to find jobs relevant to your industry
- Once you find a suitable opportunity for your students, click “Recommend Job To Student” at the bottom of the page

- You can recommend jobs to 1 specific student or a list of students which you can filter according to year, major and whether they are assigned to your account

Class Level

Freshman  
Sophomore  
Junior  
Senior  
Graduate Student

Major

Add...

My Students

Yes  No

**Search** Clear

Go Back Cancel Add Student Not On This List **Continue**

Trish ASenior

Remove From List

Class Level: Senior  
Graduation Date: May, 2016

Use the “Remove From List” button to remove any students whom you don’t want to recommend for this job.

Once you click continue, you will see the job(s) and student(s) you selected, click “Send now” after you confirm that they are correct.

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1 Review Selected Jobs      2 Select Students To Recommend Job(s) To      **Send Recommended Jobs**

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**Go Back**    Cancel    **Send Now**

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Jobs List

1 result

---

vs Volunteer Visual Story Teller  
[REDACTED]

---

Student List

1 result

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Trish ASenior  
[REDACTED]  
Major Senior

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**Go Back**    Cancel    **Send Now**