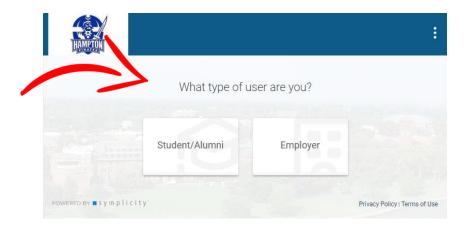
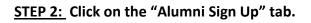
# PirateLink Alumni Guide

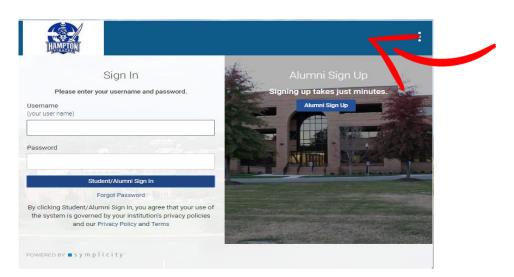
PirateLink is the Career Center's e-recruiting platform for Hampton University students and alumni. PirateLink uses technology to help alumni to connect with employers to source jobs. Employers use PirateLink as a recruitment tool to identify qualified candidates for full-time job opportunities.

## STEP 1 – LOG IN

• Go to <u>https://hamptonu-csm.symplicity.com</u> to access the PirateLink alumni login page. Select the Students/Alumni as your user type.







## Step 3: Complete the registration form and then click "Submit".

IAMPTON N IV B R N T T T Standard of excellence	Address Please provide as much information as possible	Class Level *
Sign Up	Country	Major(s) *
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dent ID * su do not remember your Hampton Student ID please contact Career ides for assistance in creating your account.		Work Authorization *
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Name *	State	Yes No
r your full name (first mi last).		<ul> <li>Privacy: Include in Resume Books *</li> <li>Choose 'yes' to have your resume included in resume books.</li> </ul>
	Zip	○ Yes ○ No
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	Alumni	~ Submit
il *	Degree Level *	
ne *	Graduation Date *	By clicking submit, you agree that your use of the system is governed your institution's privacy policies and our Privacy Policy and Terms
	August ~ 2019 ~	POWERED BY symplicity

- A verification notice will be sent to the email address you provided. To complete your registration you must click on the link in the message.
- Once your registration has been submitted, The Career Center staff will review the registration for approval. A confirmation email will be send once this process is complete. Allow 1-2 business days to process your registration.
- After receiving the confirmation email go to, <u>https://hamptonu-csm.symplicity.com</u>. Under the "Sign In" tab, enter your username and your temporary password, which was provided to you in the confirmation email. Change your temporary password to something you will remember.
- Privacy: Check your privacy settings and set them to your personal specifications.

### Step 4: Upload your Resume

• Upload your resume document type as "**Resume**", your resume will be reviewed by a Career Center staff. Once approved you will have full access to PirateLink!

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#### Now, start job searching!

#### On your profile:

- Hover over the tab labeled "Jobs"
- Select and click **PirateLink Jobs**
- From **PirateLink Jobs**, you can browse a list of jobs, internships, fellowships or research opportunities.



#### Help is always available!

We are here if you need assistance – just call us at 757-727-5331, or email us at <u>careercenter@hamptonu.edu</u>.