

PirateLink

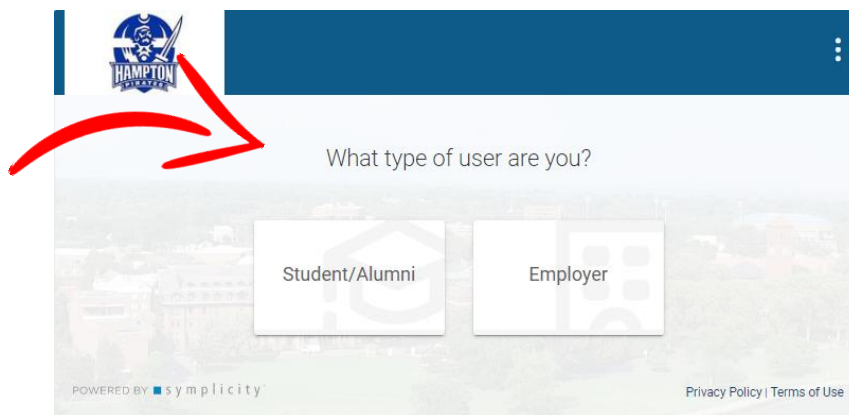
Alumni Guide



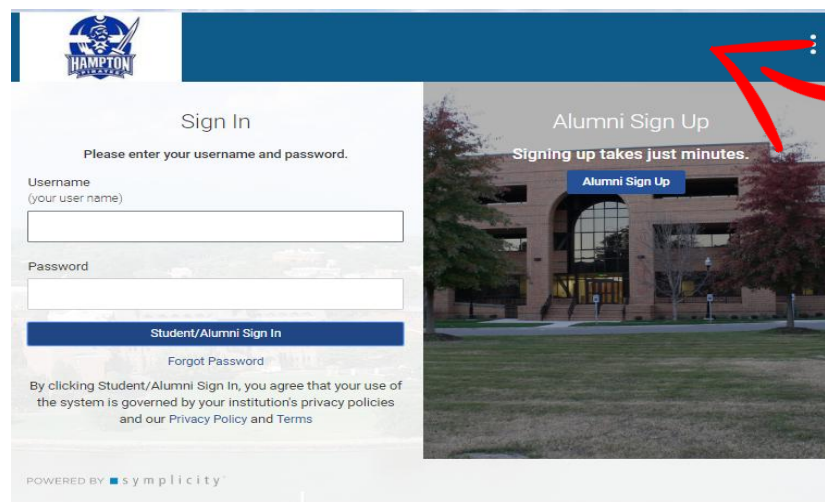
PirateLink is the Career Center's e-recruiting platform for Hampton University students and alumni. PirateLink uses technology to help alumni to connect with employers to source jobs. Employers use PirateLink as a recruitment tool to identify qualified candidates for full-time job opportunities.

STEP 1 – LOG IN

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



STEP 2: Click on the “Alumni Sign Up” tab.



Step 3: Complete the registration form and then click “Submit”.

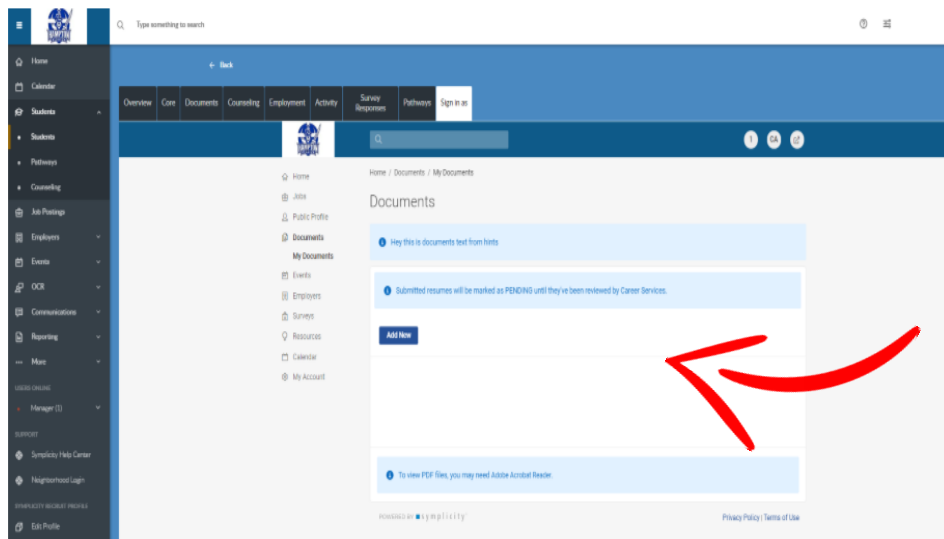
The registration form includes the following fields and sections:

- Address:** Country, Street, City, State, Zip.
- Academic information:** Applicant Type (Current Student, Alumni), Degree Level, Graduation Date (August, 2019).
- Privacy:** Receive Email Notification (Yes/No), Include in Resume Books (Yes/No).
- Submit:** A blue button to complete the registration.
- Other:** CAPTCHA 'I'm not a robot' checkbox, a 'Forgot my password' link, and a 'Sign In' link.

- 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, <https://hamptonu-csm.symplicity.com>. 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!



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 careercenter@hamptonu.edu.