

# LinkProfessional User Guide

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LinkProfessional is a web-based system allowing all currently enrolled OzU students the opportunity to follow up and apply for jobs and internships. This system also will keep you connected with Professional workshops/events and surveys.

### To access Your account

1. Go to <https://ozyegin-csm.symplicity.com/students/>
2. Enter your OzU username and password
3. If you have a problem about password or username, please follow below steps.

### Password Problem Solution

1. Click "Forgot Password" .

Sign in

Log In

[Sign in with Facebook](#) [Sign in with LinkedIn](#)

OR

Please enter your username and password.

**Username**  
(your user name)

**Password**

[Go](#) [Reset](#) [Forgot Password](#)

software by symplicity™

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2. Enter your username and click "Go".

Forgot my Password

Sign in **Forgot my password**

Enter your username below, click go, and your password will be reset and emailed to you

**Username:**  
(your user name)

Go ▶

Career Services Management System

[Privacy Policy](#) | [Terms of Use](#)

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3. You will receive an email and click on the below link.

Your Symplicity account password has been reset as shown below. If you wish to change this password, please log into your account at <http://ozyegin-csm.symplicity.com/> and click on the "Account" tab.

Your login information is as follows:

Username:  
Password: Please set your password using the following URL:  
<http://ozyegin-csm.symplicity.com/students/index.php?type=password&token=474586d7cb880ec9326ee218f3283c30>

If you have any questions please call Professional Development Office via 9463.

Best wishes,  
Professional Development Team

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4. Write your new password.

**Set Password**

Please set and save your password below.

**Your new password**

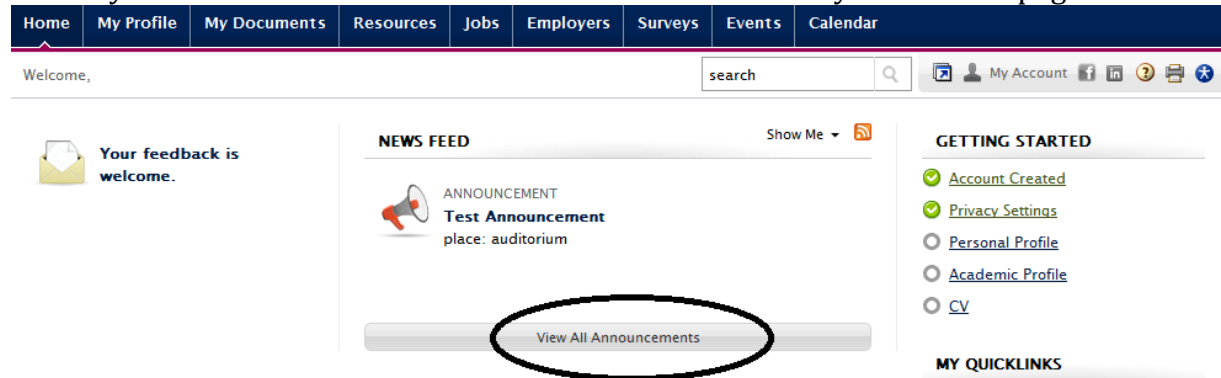
**Confirm your new password**

Save

**Note:** If you have still a problem about password or username, please contact with [professional@ozu.edu.tr](mailto:professional@ozu.edu.tr) and send screenshot of your problem.

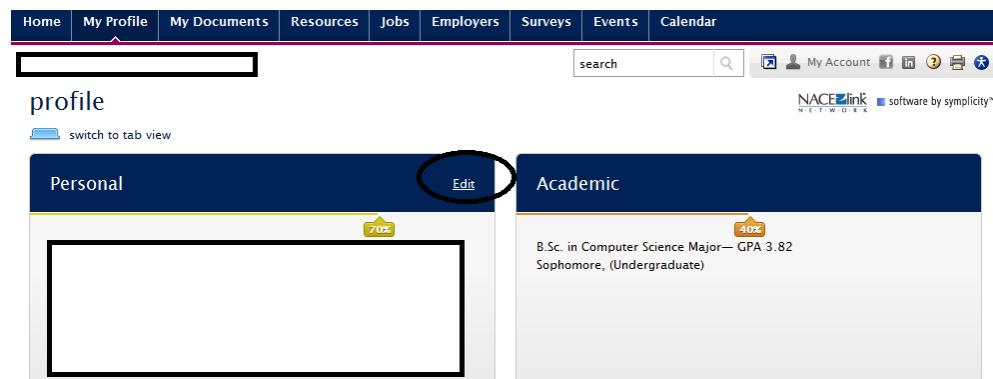
## To View All Announcements

Access your account and Click “View All Announcements” in your “Home” page.



## To Edit Your Personal Profile

Click “My Profile” and Click edit in “Personal” section.



## To Upload Your CV and Cover Letter

1. From the Home page, Click on “My Documents”
2. To add a new document on your account, Click on “Add New”
3. Next, label your document with “Your Name\_CV”
4. Browse to find your document on your own computer (note: versions should uploaded as .doc or .pdf)
5. Finally, click on the Submit button for approval on the system by Professional Development Advisors

## 6. While your CV's are waiting to be approved, they are located in the "Pending Documents" tab under the "My Documents" section of your account

Home > My Documents > Approved Documents >

search

My Account

NACElink NETWORK software by simplicity™

To view PDF files, you may need [Adobe Acrobat Reader](#).

Submit Cancel

\* indicates a required field

Student Document

**Label\***

Document Type

CV  Cover Letter  Unofficial Transcript  Writing Sample  Student Employment Application  Other Documents

Maximum file size: 200kb

## To View Resources

Simply Click Document Library under Resources section of your account.

Home > Resources > Document Library

search

My Account

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resources

Type

Tags

Youtube Video  yes  no

Keywords

Searches document name and description.

Apply Search

Items 1-4 of 4

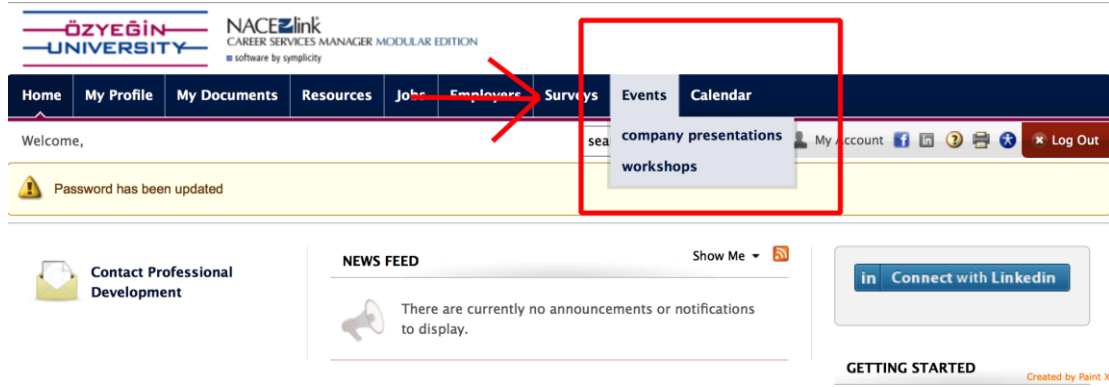
SHOW 20 per page

Name	Type	Size	Description
<a href="#">Job Choices</a>		-	External URL
<a href="#">NACE Salary Calculator</a>		-	NACE Salary Calculator
<a href="#">Student Interface User Guide</a>	Guide/Manual	8,041.4k	

## To Apply for Jobs or Internships


1. From the Home page, Click on Jobs
2. Click on the job or internship title from the list of all postings to view details
3. Once you have uploaded your CV, select the materials needed to send to the employer. Application instructions are in the upper right corner of the posting details






2. Scroll down web page and choose an event. After that to sign up, click on "RSVP" button.


How to build a CV and a Cover letter? (English)

**RSVP** April 21, 2015, 9:40 am - April 21, 2015, 11:00 am at Professional Development Training Rooms  
 Add To Calendar

How to convince anyone to any thing?

**RSVP** April 21, 2015, 1:40 pm - April 21, 2015, 3:00 pm  
 Add To Calendar

Mülakata nasıl hazırlanılır? (Türkçe)

**RSVP** April 21, 2015, 1:40 pm - April 21, 2015, 3:00 pm at Professional Development Training Rooms  
 Add To Calendar

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3. If there is a time slot, choose a time slot that fits to your course schedule and **Click RSVP**

Career Counseling (CV-Cover Letter Review, Career Advising, Interview Prep.)

Time Slot\*  **RSVP** September 30, 2013, 9:00 am - September 30, 2013, 4:00 pm at Professional Development Office Meeting Room  
 Add To Calendar

Career Cover Letter Review, Career Advising, Interview Prep.)

Time Slot\* **RSVP** October 01, 2013, 2:00 pm - October 01, 2013, 5:00 pm at Professional Development Office Meeting Room  
 Add To Calendar

Career Counselling (CV-Cover Letter Review, Career Advising, Interview Prep.)

Time Slot\* **RSVP** October 01, 2013, 2:00 pm - October 01, 2013, 5:00 pm at Professional Development Office Meeting Room  
 Add To Calendar

**4. Click Add to Calendar to add this workshop into your personal calendar**

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Career Counseling (CV-Cover Letter Review, Career Advising, Interview Prep.)

Time Slot\*    September 30, 2013, 9:00 am - September 30, 2013, 4:00 pm at Professional Development Office Meeting Room

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Career Counseling (CV-Cover Letter Review, Career Advising, Interview Prep.)

Time Slot\*    October 01, 2013, 2:00 pm - October 01, 2013, 5:00 pm at Professional Development Office Meeting Room

**Confirmation Email**

You will receive an email about confirmation for workshop. This email verifies you signed up successfully.