

## Georgia Institute of Technology – Career Services

219 Uncle Heinie Way – Atlanta, GA 30332 – 404-894-2550 – [www.career.gatech.edu](http://www.career.gatech.edu)

### *Employer Information*

## How to Get Started Using CareerBuzz

**System Note:** It is recommended that you **do NOT use your browser's Back button** when navigating in this system when the “<Return>” link found at the far right, top side of your screen is available. There are times the Back button won't work at all.

### **I. CREATING AN ACCOUNT**

1. Go to <https://gatech-csm.symplicity.com/employers>, click the **New Employer Registration** tab.
2. Complete the registration form and click submit. (Provide information for all of the required fields marked with a red asterisk.)
3. We will approve your registration, and then you'll receive an email confirmation, which will contain your login information. (We will be approving new employer accounts continuously throughout each business day.)

### **II. LOGGING INTO YOUR ACCOUNT**

1. In your CareerBuzz “Welcome Message” email confirmation you'll find your username (which is your email address) and a **system-appointed password**.
2. Click on the link provided in the email for easy access to the CareerBuzz login page. Log in using the username and password provided.
3. You are now looking at your CareerBuzz home page. Notice the Announcements on the left of the screen, the Quick Links in the center, and the Alerts below the links. Please see the Overview section of these instructions for more information on these services.

### **III. CHANGING YOUR PASSWORD**

1. Click on the Account menu then click on the **Change Password** tab.
2. Enter the password the system assigned you in the space for the old password.
3. Put your new password in the space for the new password. Please choose a password that will be easy for you to remember. (*Please read the important note about passwords below.*)
4. Click on the Change button on the bottom right of the screen.

**\*\*An important note about your password:** All passwords are encrypted and therefore *not viewable in the system*. Please choose a password you will remember and/or write it down somewhere. You won't be able to view it from your account. Our office will **NOT** be able to tell you what your password is. If you forget your password, you'll need to click on the “Forgot my Password” tab on the CareerBuzz login page to have your password reset and emailed to you.

**Reference:** Information and format used in this document were adapted from Auburn University's Career Development Services “What is Tiger Recruiting Link?”