

# **Fall 2009 Career Fair and Graduate and Professional Schools (G.A.P.S) Fair Registration Instructions**

*Follow Your ABC's*

**A. Register with the Career Services Office** online through our web-based software-Symplicity. This is done by completing the following steps.

1. From any computer go to <https://howard-csm.symplicity.com>
2. Select **for students/alumni** listed under 'where do you want to go'
3. Click on register listed under 'register for a new account' on the right hand side
4. Enter your email address in the user name field
5. Enter the school password 'huttrak' in the password field
6. Complete the registration form
7. NOTE: The system will email you a confirmation with your user-name and password. Make note of your username and password because you will need this information for future entry into your account.

## **B. Upload Your Resume**

1. Log into your account and go to "Documents".
2. Click on the "Resume Builder" tab and go to "Add New".
3. You must then upload your resume. Follow the online prompts to complete this procedure.  
Be as thorough as possible in entering the required information, as this online registration process is the precursor to signing up for interviews through Symplicity, utilizing career assessment tool(s), and searching electronically for job and internship opportunities targeted for Howard University students through our web-based medium, Symplicity.
4. Review your resume information and click "Submit"

## **C. Career Fair or G.A.P.S. Fair Registration**

(You MUST complete Registration with CSO and Upload your Resume (Parts A and B of the process) before moving on to the next steps.)

1. Log into <https://howard-csm.symplicity.com> to register for the Career Fair.
2. Click on the "Career Fair (Employment Opportunities) Participants" tab or "Graduate and Professional Schools Day (Graduate School Recruitment) Participants" tab.
3. Click on "Submit Your Resume and RSVP".
4. Select the companies or graduate schools you chose to have your resume made available to. This is optional.
5. Click "Submit". You have now successfully registered and sent your RSVP for the Fall 2009 Career Fair or Graduate & Professional Schools Fair.

Visit the Career Services Office (CSO) to familiarize yourself with the services, procedures, and hours of operation. We are located on the second floor, west wing of the C.B. Powell Building, 525 Bryant Street, NW, Washington, DC 20059. Telephone: (202) 806-7513. Fax: (202) 462-4267. Email Address: [huorecurit@gmail.com](mailto:huorecurit@gmail.com). Visit our website at [www.howard.edu/careerservices](http://www.howard.edu/careerservices).