



# Login and navigation on the Student/Alumni Interface



#### Step 1: Login to the Platform or Create an Account

Sign in (symplicity.com) Or Sign Up

https://laredo-csm.symplicity.com/employers/index.php?signin\_tab=0

- Select ALL CURRENT STUDENTS & ALUMNI LOG IN HERE

-		
	LAREDO COLLEGE	:
	Please use your PasPort ID as your Username (example: DFlores1234)	
	Sign In Please select a sign in method	
1	Please Click Below Or	
-	All Current Students & Alumni: Log In Here	
	Don't have an account? Sign Up	
Ø,	Powered By ■symplicity	



## Next Step: Log on using PASPort Credentials & complete the form

- NOTE: For ALUMNI with no account, click on SIGN UP

	IC COLLEGE	:	
	Please use your PasPort ID as your Username (example:	DFlores1234)	
	Sign In Please enter your username and password. Username (Your user name)	WORKFORGE DE Sign UP WENT CF	
Å.	dflores0000 Password	RANA	
	Student/Alumni Sign In Forgot Password Change Sign In Method By clicking Student/Alumni Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms		
		Take your career search mobile	



#### Next Step: To APPLY FOR STUDENT EMPLOYEE JOBS

- Or click on the STUDETN EMPLOYMENT APPLICATION ANNOUNCEMENT.



- Download and complete the application.

ם 1	Student Em	ployment Application
E Full	Name:	Palomino ID:
Ema	il:	Phone Number:
Stre	et Address:	
City	: State:	Zip Code:
Are	you legally authorized to we Please Select One Below: U.S. Citizen Lawful Permanent Re Alien Authorized to w	vrk in the United States? Yes No
Do y	ou have relatives employed If yes, provide name: Department:	at Laredo College?
Have	e you ever been convicted of ender) to a felony of a offen	a felony or plead guilty no contest (nolo se involving moral turpitude?
Pleas	se list the nature of the offer who Wh	ro
Were	you previously employed a	t Laredo College? Yes 🗌 No 🗌
	Supervisor name:	
List	a personal reference that we	may contact in case of emergency
Nam	e:	
Phor Rela	ne Number: tionship:	
Stud	ent Employee	
Cand	lidate signature:	Date:



#### Next Step: Upload Student Application

- When completed, upload the document to your MY DOCUMENTS PAGE
  - o Click on the corner circle with your initials
  - Click on MY DOCUMENTS



# o Click on ADD NEW





#### Next Step: Upload Student Application

- o Select Student Employment Application
- Name the file- include your name so we know whos app is it.
- o Choose Document to Upload
- o Submit.

College			Jol	os Events	Employers	Resources	Appointments	
Having trouble uplo	bading MS Word files? For i	mmediate access to your do	ocuments, save them first in PD	F format, th	en upload. For	instructions to	save a file as a	
PDF in Windows cl	ick, <u>here</u> . For Macs click, <u>he</u>	<u>are</u> .						
To prevent docume	ent conversion incompatibi	lities, documents created on	Mac computers in the Pages a	pplication s	hould be saved	as either .RTF	or .PDF files prio	r
to uploading. To en	isure your document is con	verted properly, please click	on "View as PDF" after you upl	oad your do	cuments. If you	are unable to	open the PDF	
from the "view as i	PDF" link, re-save the docur	nent as a PDF and re-upload	It to the system.					
Submit Cancel								
* indicates a required field								
Student Docume	opt							
Student Docume	anu.							
Label *								
Student Employment Ar	DD/ D FLORES							
Document Type								
O Resume								
O Cover Letter								
O Unofficial Transcript								
O Writing Sample								
Student Employment #     Other Documents	pplication							
o ouler bocuments								
Maximum file size: 64 MB								
File *								
Please select your docu	ment to upload.							
Choose File No file	chosen							
Submit Cancel								



## Next Step: To APPLY FOR STUDENT EMPLOYEE JOBS (CONT'D)

- Select the student job you want to apply for
- Click apply
- Send the necessary documents requested by the department

Ccor	eege Q	Jobs	Events	Employers	Resources	Appointments	JA
Home / Job	s / Dept of Recreation & Esports						
	Dept of Recreation & Esports ( Laredo College - Department of Recreation & Esports(Main/ Student Employment / Work-study	(Main/South) - Gym A <sub>/south)</sub>	ttend	ant	[	Save Apply	

- Send the necessary documents requested by the department

apply to Laredo College - Department of Recreation	A Esports (Main/South)			
pply to Latedo college - Department of Recleation		oply		
How to Apply	Submit Your Application			
Use the application form to submit your documents. Student Employment Application *				
Requested Documents Select a student employment application				
resume		llow		
Submit your Student Employee /	Resume (optional)			
Resume.	Select a resume 🗸 🗸			
	Of add a new resume			
		exas		
	Cancel Submit			
es include executing opening and closing procedures, maintaining	g cleanliness, ensuring			
properly maintained, and orienting new members to the facility. S	students will also be responsible			