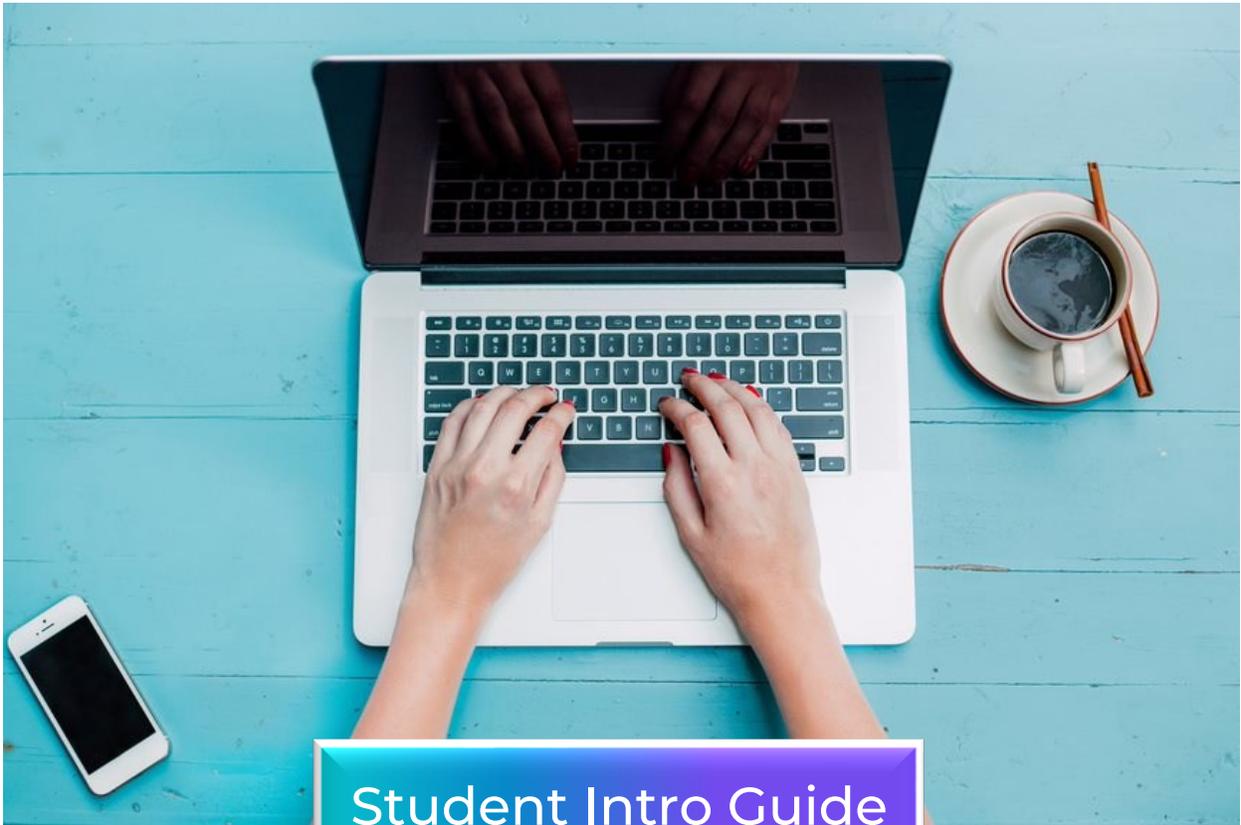




LAREDO
COLLEGE
EST. 1947



Student Intro Guide

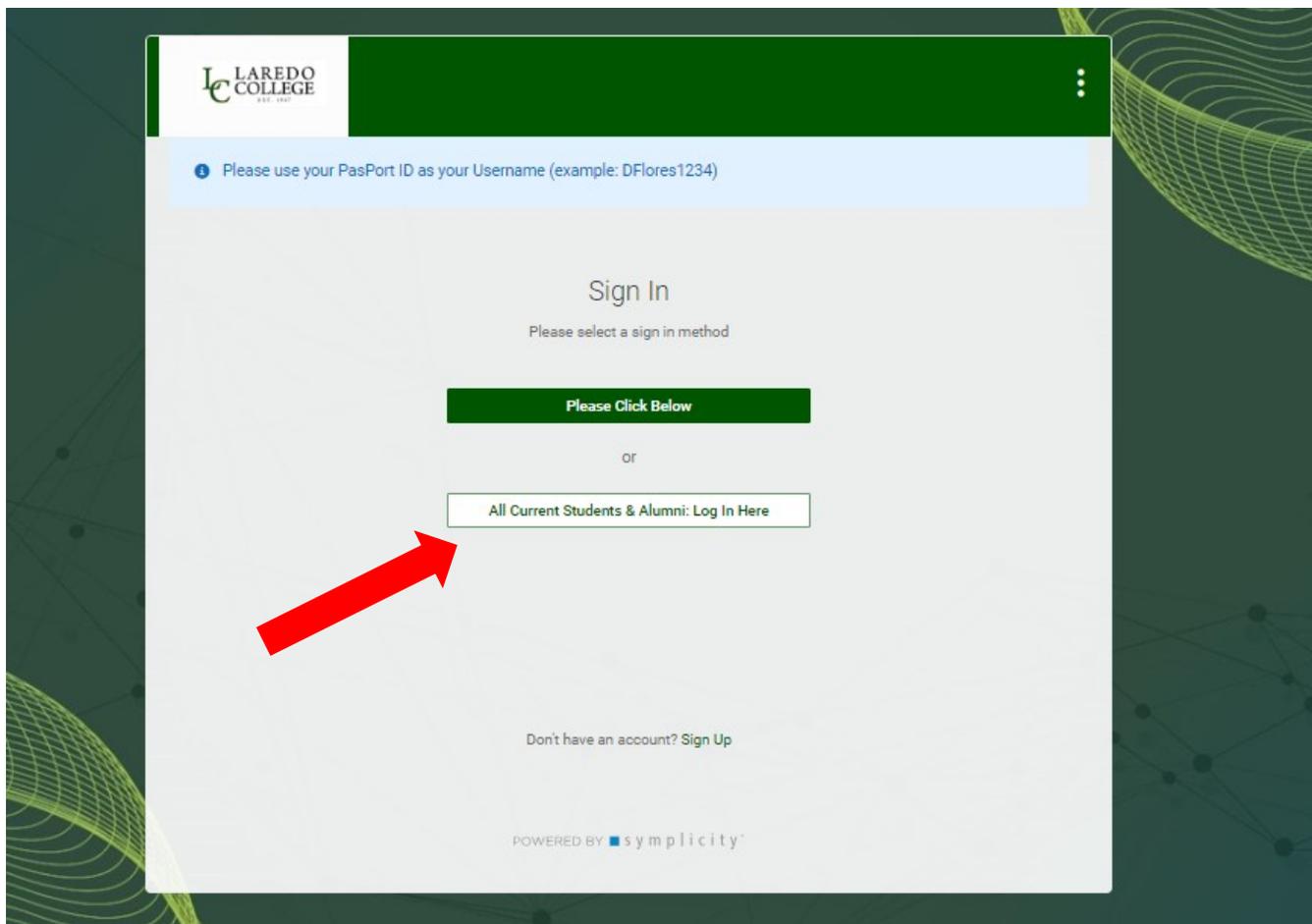
Login and navigation on the Student/Alumni Interface

Step 1: Login to the Platform or Create an Account

[Sign in \(symplicity.com\)](https://laredo-csm.symplicity.com) Or [Sign Up](#)

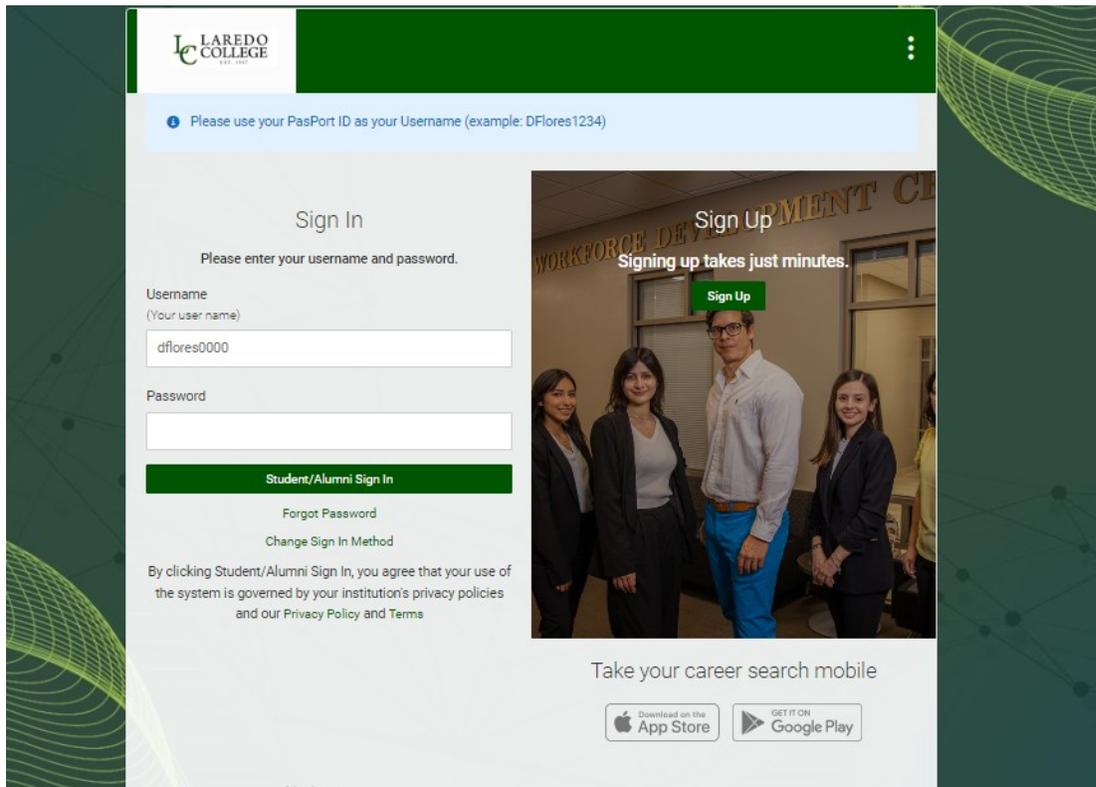
https://laredo-csm.symplicity.com/employers/index.php?signin_tab=0

- Select **ALL CURRENT STUDENTS & ALUMNI LOG IN HERE**



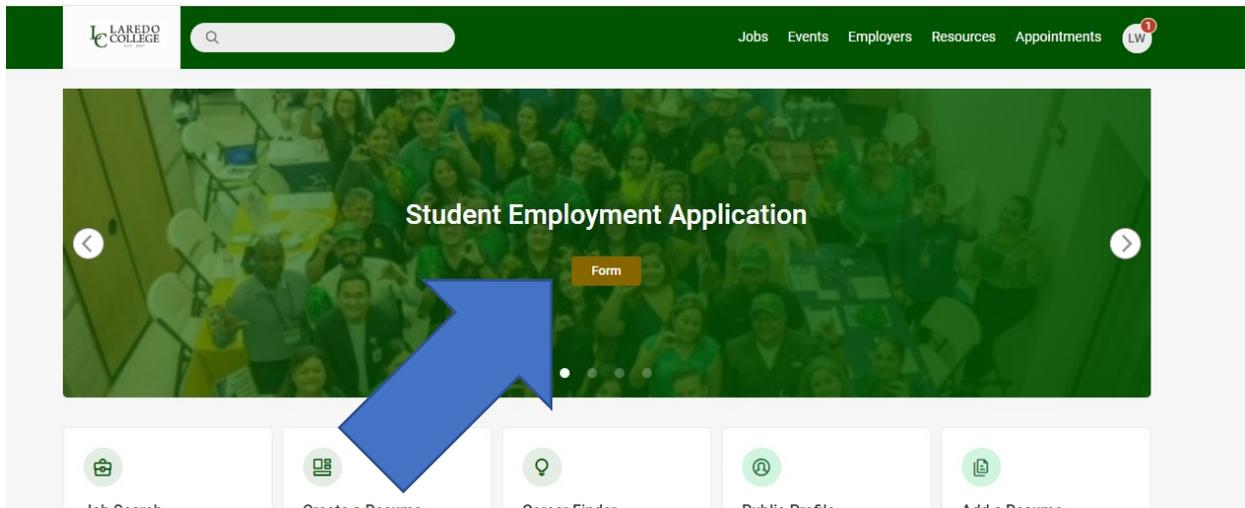
Next Step: Log on using PASPort Credentials & complete the form

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



Next Step: To APPLY FOR STUDENT EMPLOYEE JOBS

- Or click on the STUDETN EMPLOYMENT APPLICATION ANNOUNCEMENT.



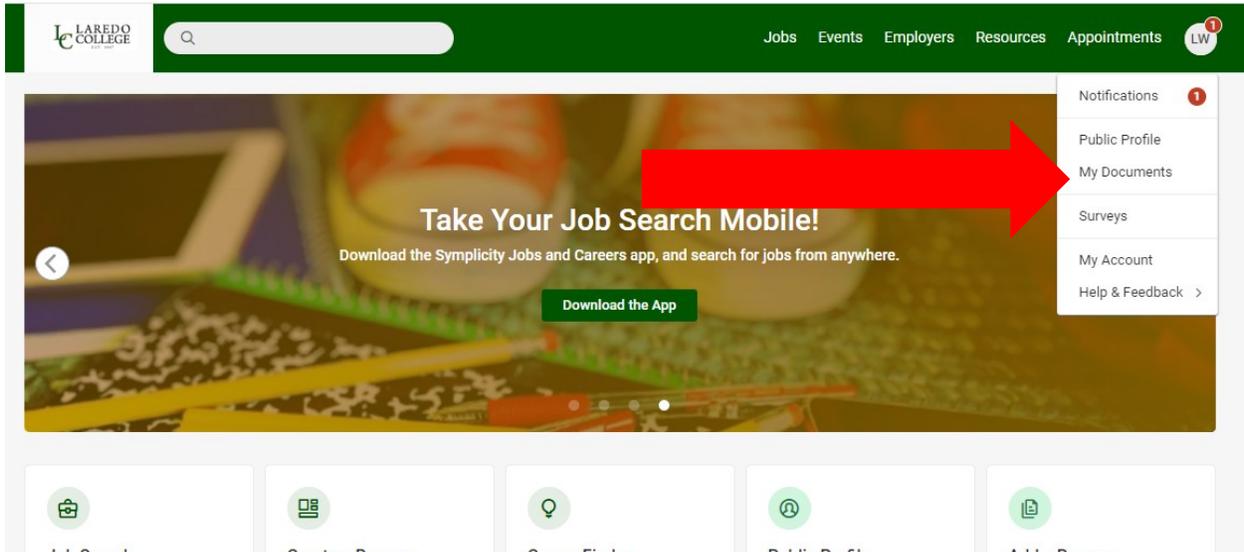
- Download and complete the application.

The image shows a screenshot of the 'Student Employment Application' form. The form is titled 'Student Employment Application' and includes the Laredo College logo. The form fields are as follows:

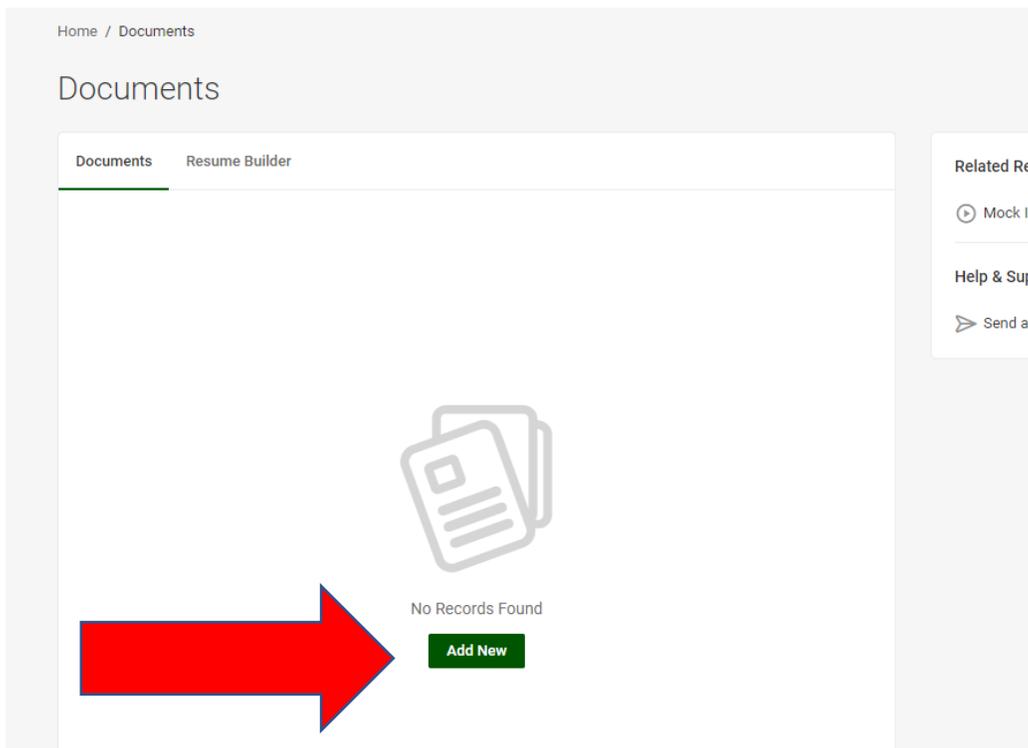
- Full Name:** [Text Field]
- Palomino ID:** [Text Field]
- Email:** [Text Field]
- Phone Number:** [Text Field]
- Street Address:** [Text Field]
- City:** [Text Field]
- State:** [Text Field]
- Zip Code:** [Text Field]
- Are you legally authorized to work in the United States?** Yes No
- Please Select One Below:**
 - U.S. Citizen
 - Lawful Permanent Resident [Text Field]
 - Alien Authorized to work [Text Field]
- Do you have relatives employed at Laredo College?**
 - If yes, provide name: [Text Field]
 - Department: [Text Field]
- Have you ever been convicted of a felony or plead guilty no contest (nolo contendere) to a felony of an offense involving moral turpitude?** Yes No
- Please list the nature of the offense**
 - where [Text Field]
 - When [Text Field]
- Were you previously employed at Laredo College?** Yes No
- If yes, list department:** [Text Field]
- Supervisor name:** [Text Field]
- List a personal reference that we may contact in case of emergency**
 - Name: [Text Field]
 - Phone Number: [Text Field]
 - Relationship: [Text Field]
- Student Employee**
 - Candidate signature: [Text Field]
 - Date: [Text Field]

Next Step: Upload Student Application

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



- o Click on ADD NEW



Next Step: Upload Student Application

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

Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click, [here](#). For Macs click, [here](#).

To prevent document conversion incompatibilities, documents created on Mac computers in the Pages application should be saved as either .RTF or .PDF files prior to uploading. To ensure your document is converted properly, please click on "View as PDF" after you upload your documents. If you are unable to open the PDF from the "View as PDF" link, re-save the document as a PDF and re-upload it to the system.

Submit Cancel

* indicates a required field

Student Document

Label *

Student Employment App/ D FLORES

Document Type

- Resume
- Cover Letter
- Unofficial Transcript
- Writing Sample
- Student Employment Application
- Other Documents

Maximum file size: 64 MB

File *

Please select your document 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



- Send the necessary documents requested by the department

