

Login

- Visit <https://yale-nus-csm.symplicity.com/> to access Symplicity. You will arrive at this page [Figure 1]



Figure 1

- Select "Student/Alumni"
- **NOTE:** If you encounter any problems logging in, please email to amanda.lim@yale-nus.edu.sg
- A pop-up box will appear to prompt you for your Username and Password [Figure 2]
- Login with your **NUS Net ID** (eg. A1234567 or E1234567) and **Password**

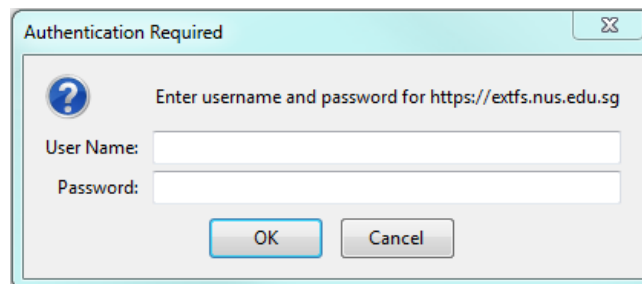


Figure 2

- After logging in, you will arrive at the home page [Figure 3]

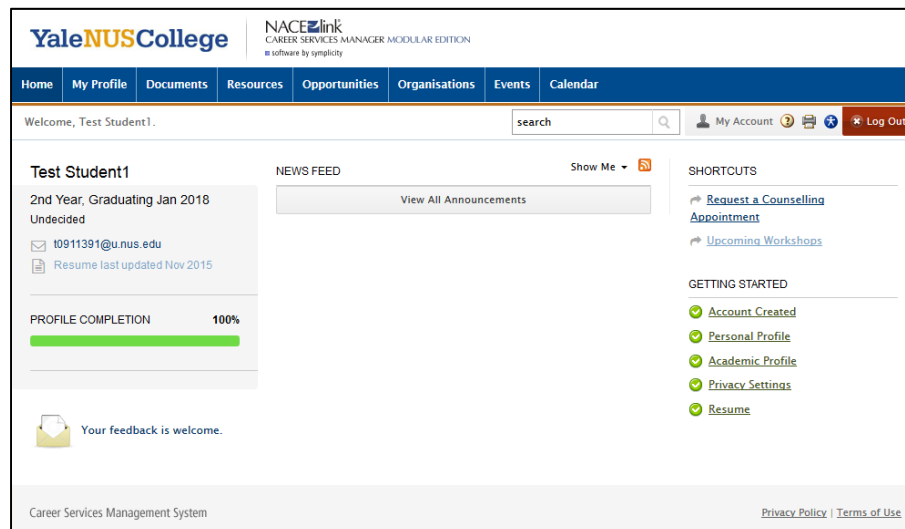


Figure 3

Update Profile

- Select the “My Profile” tab to view and edit Personal and Academic information [Figure 4]

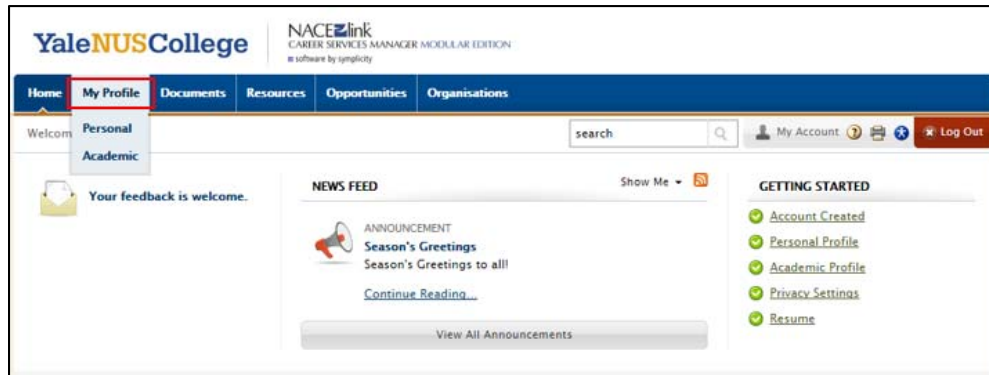


Figure 4

- You will arrive at the profile page [Figure 5]

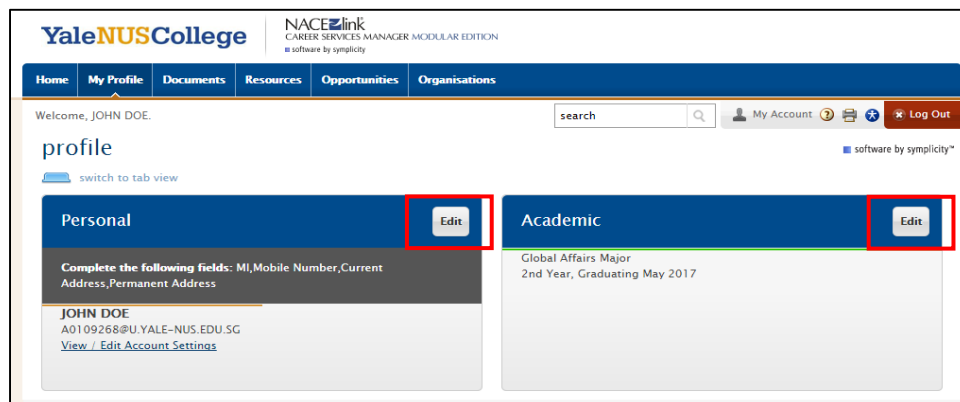


Figure 5

- The “Personal” section gives an overview of your personal information while the “Academic” section gives an overview of your academic information
- To edit Personal information, click on the “Edit” button in the “Personal” section
- To edit Academic information, click on the “Edit” button in the “Academic” section
- Fill in all important and mandatory information on the Personal Profile page [Figure 6]
- **NOTE:** It is important to complete the profile section to access other sections of the portal
- The Completion Status section on the right hand side helps you track the level of profile completion

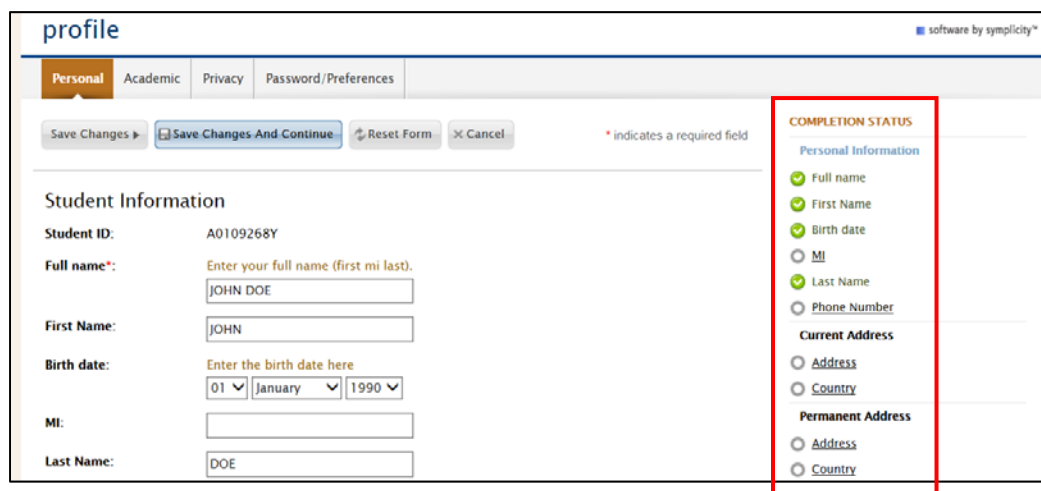


Figure 6

Upload Resume/Cover Letter/Other Documents

- Select the “Documents” tab to view and add your resume [Figure 7]

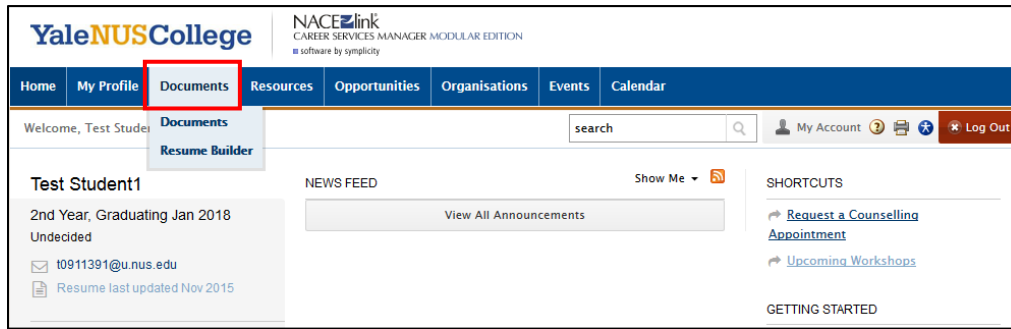


Figure 7

- Select “Add New” to add your document [Figure 8]

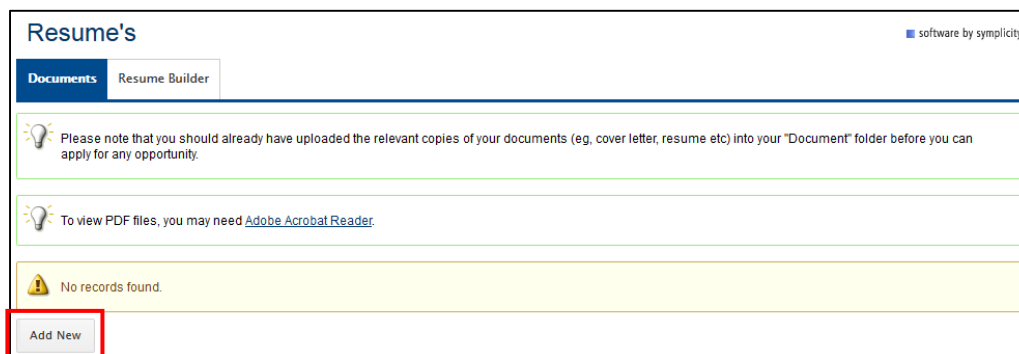


Figure 8

- Label documents clearly and indicate the type of document by selecting the appropriate options [Figure 9]
- Click on “Browse” button to select the file to upload. The ideal format for the documents to be uploaded is **PDF** and it should be **less than 500kb**

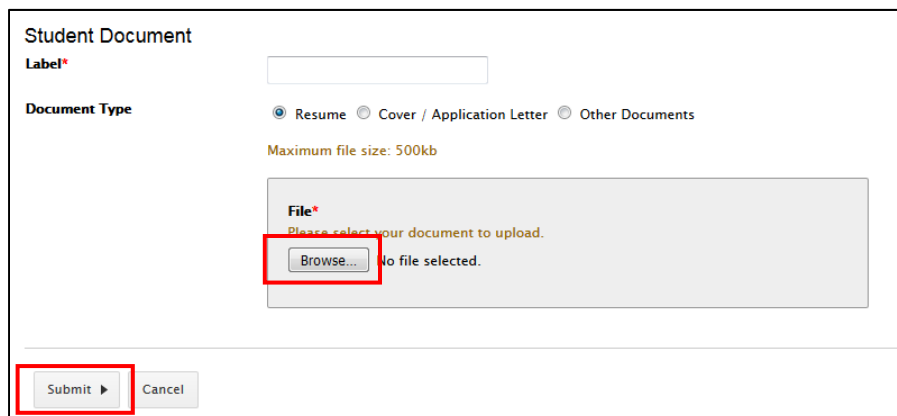


Figure 9

- Click on “Submit” to finish uploading the document

Search for Internship Opportunities

- Select the “Opportunities” tab to view all available Internships [Figure 10]

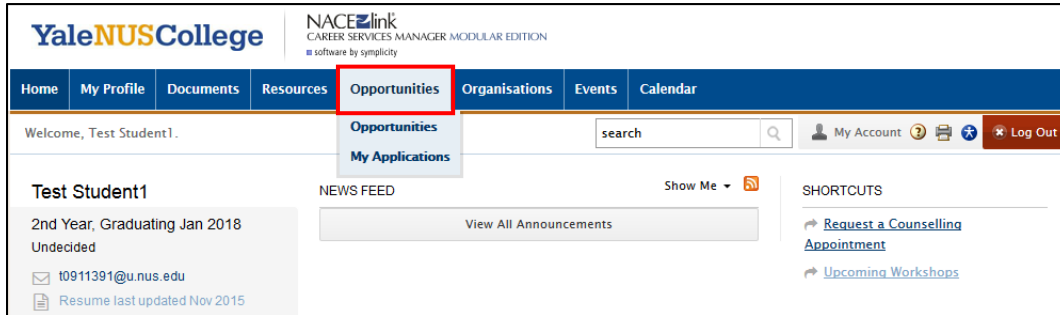


Figure 10

- Use the search function to filter and find the positions you are looking for [Figure 11]

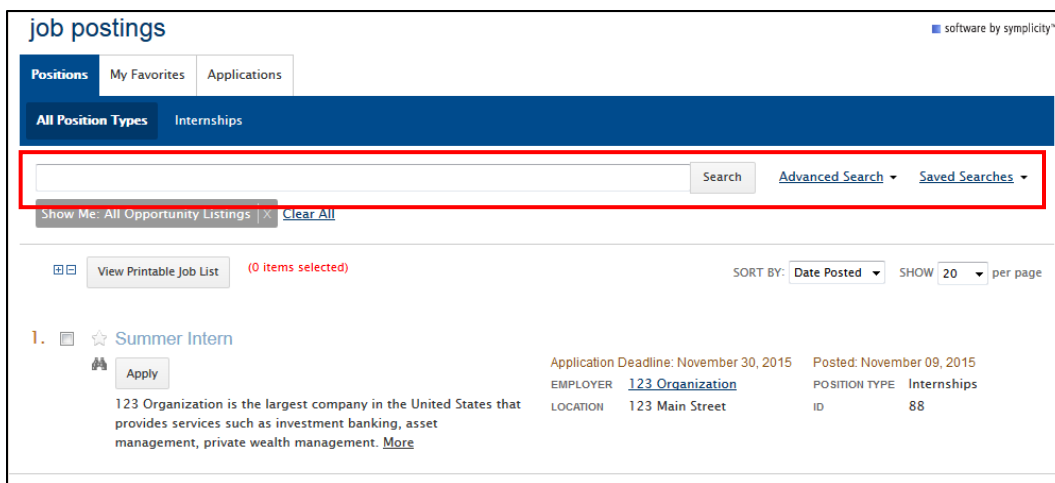


Figure 11

- Clicking on each job posting will bring you to the job application page that has all the pertinent information
- Click the “Apply” button on the top right corner of the page if you want to apply for this internship [Figure 12]

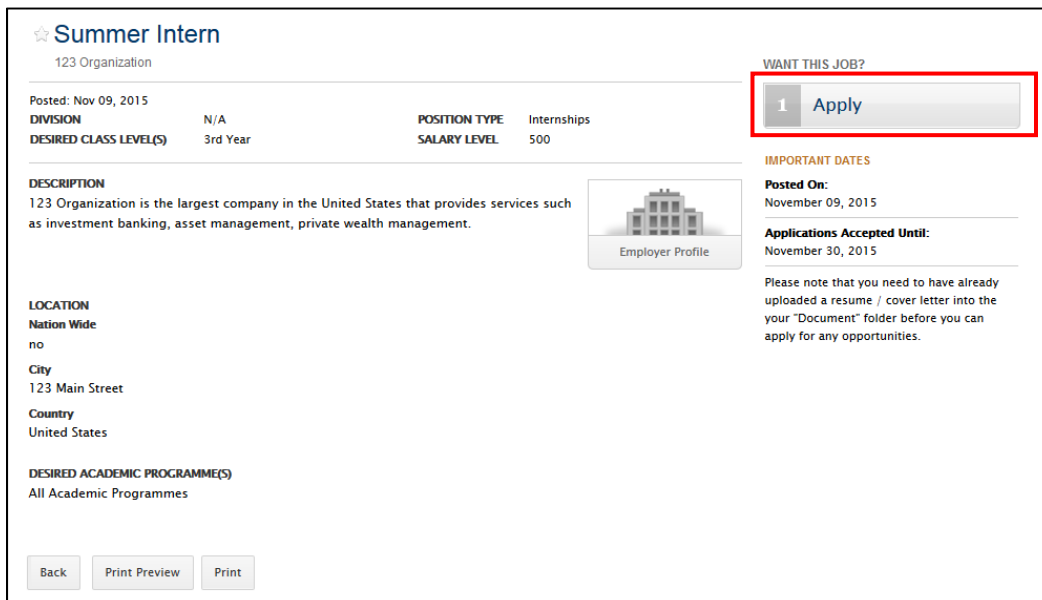


Figure 12

- An application window will pop-up [Figure 13]

Figure 13

- Select your resume and cover letter that you want to use from the dropdown menu
- If you have not uploaded your resume or cover letter to Symplicity, you can click the “Add New” button to add a new document [Figure 13]
- You can either upload a file or use the online editor to create your resume. Click on “Upload” when done. [Figure 14]

Figure 14

- A pop-up window should appear to confirm that your application has been submitted [Figure 15]

Figure 15

- The “Apply” button shown in Figure 12 should now be changed to “Applied” in green [Figure 16]



Figure 16

Search for Events

- Select the “Events” tab to view all available Events [Figure 17]

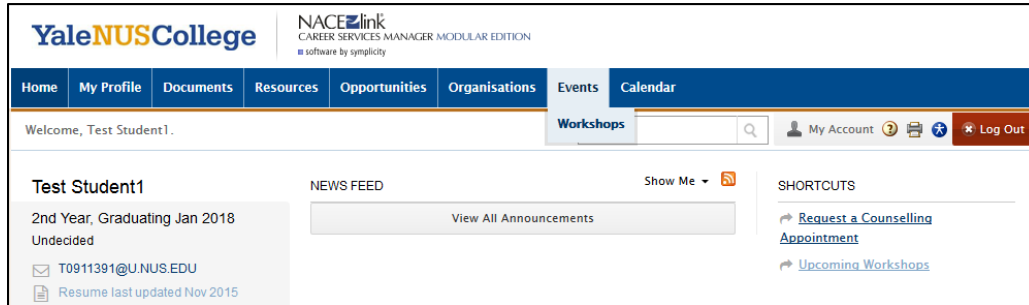


Figure 17

- Use the search function to filter and find the event you are looking for [Figure 18]

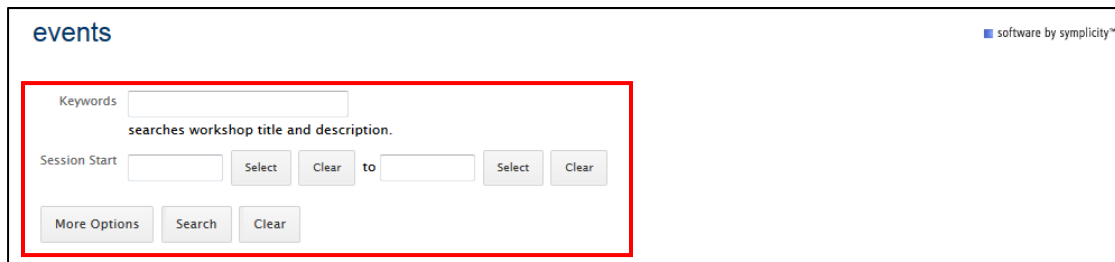


Figure 18

- Clicking on each event will give you details
- To RSVP, you may click the “RSVP” button on the main Event page or the details page [Figure 19 & 20]

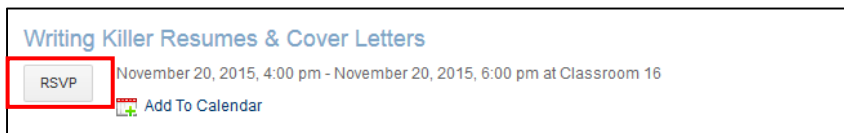


Figure 19

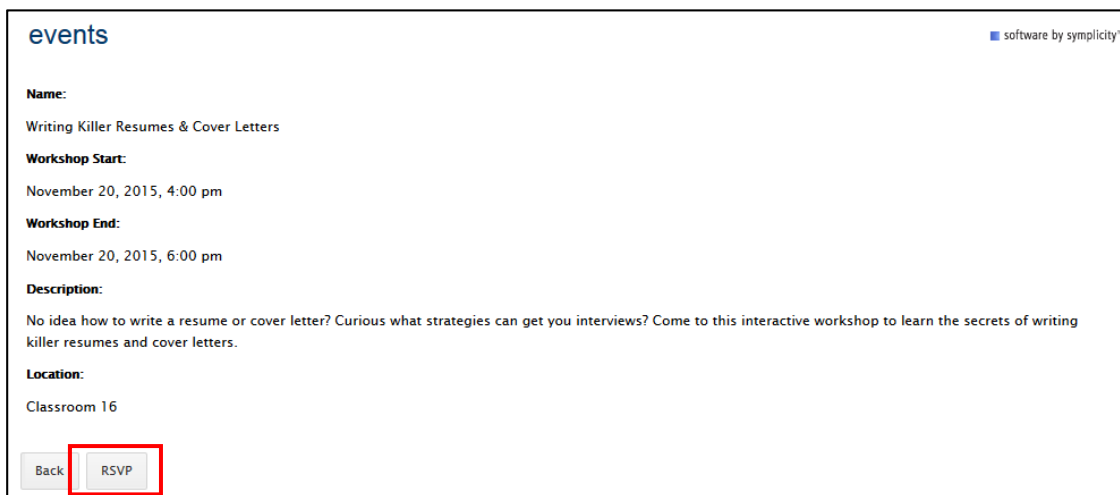


Figure 20

- The "RSVP" button shown in Figure 19 should now be changed to "Cancel RSVP" [Figure 21]

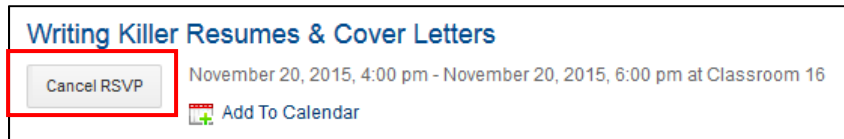


Figure 21

- To cancel your RSVP, click on "Cancel RSVP"