Welcome to SUSEdCareers - The School of Education's online career management system:

SUSEdCareers provides Stanford University School of Education master and doctoral students and alumni the most comprehensive free resources including:

- accessing employer profiles and job openings;
- finding and managing internships and Community Service Work Study experiences;
- submitting resumes for prospective employer review;
- keeping abreast of career services events and programs;
- scheduling career counseling sessions;
- networking with alumni, employers and students; and
- creating personal career management calendars.

After logging in, please be sure to fill in your profile. We highly recommend you change your password once you've logged into the system. If you are having trouble logging onto the site, please send an email to susedcareers@suse.stanford.edu.

Please note: Stanford University School of Education career services and events are not open to third party recruiters who directly charge students for services.

The Career Services and Alumni Relations Office at Stanford University School of Education looks forward to working with you to meet your career services needs.

Best regards,
Alice McCarty, M.A.
Director or Career Services and Alumni Relations
Stanford University School of Education

Online Registration Instructions

Currently registered on SUSEdCareers? If you are already registered on SUSEdCareers, please go immediately to Step Two below for log-in instructions.

STEP ONE: New Registrants on SUSEdCareers. This is a one-time step giving you access to all services and events on SUSEdCareers.

1. Go to ed.stanford.edu/careers.
2. On the SUSE Career Resources web page, click the Students and Alumni link.
3. On the SUSEdCareers log-in page:
   a. **Alumni** click the **Alumni Registration** tab or button.
   b. **Students** enter their eight digit student ID number beginning with one zero (e.g. 01234567) as BOTH username and password.

   Students enter their eight digit student ID number as BOTH username and password.

   Alumni click Alumni Registration button
4. On the Register page, complete all **required fields** which are marked with a red asterisk (*).

In the **Academic Information** section, selecting **Yes** to **Receive Email Notification** will enable the system to send to your email account an automated email with your new username and password. The email is necessary to complete the registration process.

b. Click the **Submit** button located at the bottom of the page.
5. Upon successful completion of the Register form, you will be taken to a page which states, “Your registration has been received. An email will shortly be sent to your email to verify validity of your email address.”

6. Go to your email account and open the first of two emails from education-stanford-csm@symplicity.com that states in the subject line “SUSEdCareers Email Verification”.
   a. For security purposes, the email instructs you to click the link to confirm your email address. If clicking on the link does not complete this step, copy the link and paste it into the address field of your browser making sure there are no blank spaces in the link.

   Click link to confirm your email address.

7. Upon successful verification of your email address, you will be returned to SUSEdCareers with a message which reads: “Your email has been confirmed. Thank you for your interest. Your registration has been received and someone will contact you shortly regarding this registration.”
8. Return to your email account and open the second email from education-stanford-csm@symplicity.com which states in the subject line “Welcome to SUSEdCareers! Your new career management tool”.
   a. This email contains your new SUSEdCareers username and password.

Welcome to SUSEdCareers! Your new career management tool

From: education-stanford-csm@symplicity.com
Subject: Welcome to SUSEdCareers! Your new career management tool
To: bwang@stanford.edu
Reply To: suedcareers@suse.stanford.edu

Friday, August 27, 2010, 07:51 am

Dear Brian C Wong:

Welcome to SUSEdCareers, your new Stanford University School of Education online career management system! SUSEdCareers will provide master and doctoral students and alumni the most comprehensive resources for:

* accessing employer profiles and job openings;
* finding and managing internships and Community Service Workstudy experiences;
* submitting resumes for prospective employer review;
* keeping abreast of career services events and programs;
* networking with alumni, employers and students; and
* creating personal career management calendars.

Students and alumni may access SUSEdCareers by going to http://education-stanford-csm.symplicity.com/ students. After logging in, please be sure to fill in your profile and academic information. We highly recommend you change your password once you've logged into the system. If you are having trouble logging onto the site, please send an email to suedcareers@suse.stanford.edu.

The services you have been approved for are:

- View Personal/Academic Profile, Edit Personal/Academic Profile, Upload Documents, Participate In Opt-In Resume Book, View Employers, View Jobs, Use OCI, Use PreNet, Use Placements, Use Events, Use Calendar, Profile Mentor

Your username and password are as follows:

Username: 01234567
Password: xysbc2

Your new SUSEdCareers username and password.

Congratulations! You have successfully registered for SUSEdCareers, Stanford University School of Education’s new online career management system. Please go to Step Two for log-in instructions to SUSEdCareers.

**STEP TWO:** Log-in to SUSEdCareers and participate in School of Education services and events.

1. Go to ed.stanford.edu/careers.

2. On the SUSE Career Resources web page, click the Students and Alumni link.
3. On the **SUSEdCareers** log-in page **enter your username and password** you received in the automated email entitled "Welcome to SUSEdCareers! Your new career management tool".

4. **Click the Go button**.

5. On the **SUSEdCareers** Homepage, click one of the following tabs to access services and events:
   a. **Profile Tab** – Update your profile and academic information, view privacy settings, volunteer as a career advisor, change your password and preferences, and view your activity summary.
   b. **Documents Tab** – Upload your resume and other documents and build your resume.
   c. **Jobs Tab** – Search for job postings and create a search agent for jobs of interest to be sent directly to your email account upon arrival.
e. Networking Tab - Network with employers who have volunteered to speak with you about career related questions.
f. Surveys Tab – Participate in SUSEdCareers surveys.
g. Events Tab – Register for School of Education events, information sessions, and workshops.
h. Calendar Tab – View and manage your calendar and schedule career counseling appointments.

Congratulations! You have successfully logged-in to SUSEdCareers.

If you are having trouble logging onto the site, please send an email to susedcareers@suse.stanford.edu.