

# Earth Institute Job List—Simplicity

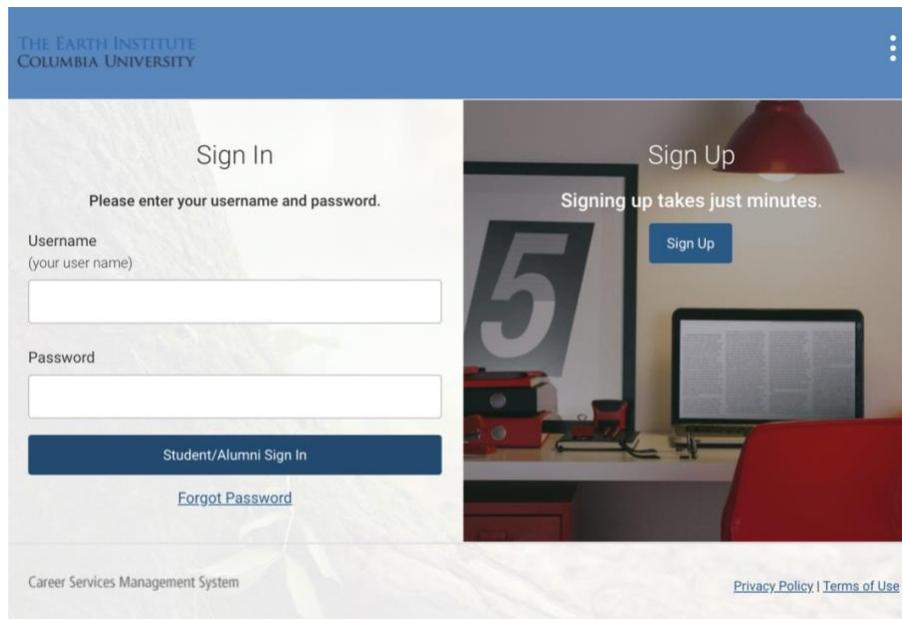
**Please refer to the directions below for using the Simplicity Earth Institute Job List.**

## 1. Log In (<https://earth-columbia-csm.simplicity.com/students>)

Enter username and password below:

**Username:** Your username is your uni\_ei (for example nau2101\_ei )

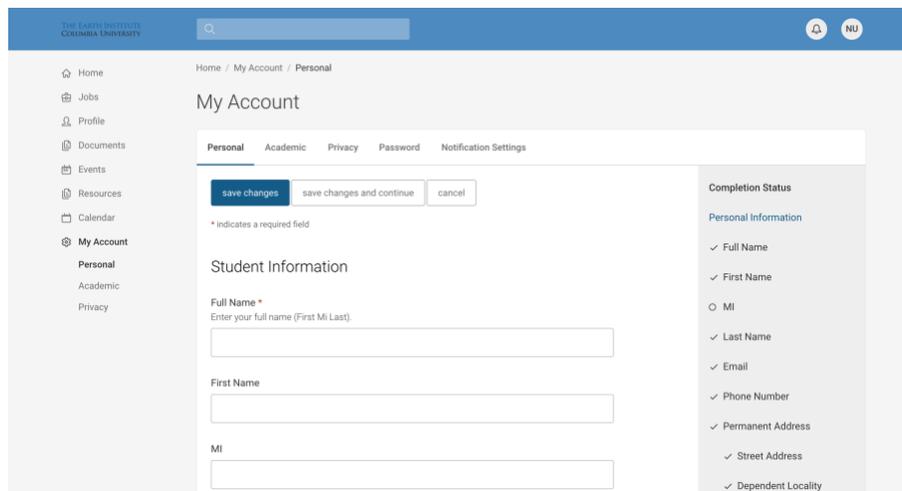
**Password:** In the welcome email, there is a link where you will be prompted to create a password. If you lose your password, click on “Forgot Password” on the log in page.



The screenshot shows the login and sign-up interface for the Earth Institute. On the left, the 'Sign In' section has a header 'Sign In' and a sub-header 'Please enter your username and password.' Below this are two input fields: 'Username (your user name)' and 'Password'. A blue button labeled 'Student/Alumni Sign In' is positioned below the password field, with a link for 'Forgot Password' underneath. On the right, the 'Sign Up' section has a header 'Sign Up' and a sub-header 'Signing up takes just minutes.' A blue button labeled 'Sign Up' is visible. The background features a desk with a computer monitor and a red chair. The footer includes 'Career Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

## 2. Complete Academic and Personal Profile

Click on the ‘My Account’ tab in the navigation sidebar. Fill out the boxes in both the ‘Personal’ and ‘Academic’ subtabs. The more complete your profile is, the more we can help you connect with opportunities! When you’re done, be sure to click “Save Changes and Continue” so information is not lost. The “Completion Status” sidebar on the right-hand side of the page provides a checklist that lets you know what you have completed (represented by a checkmark).



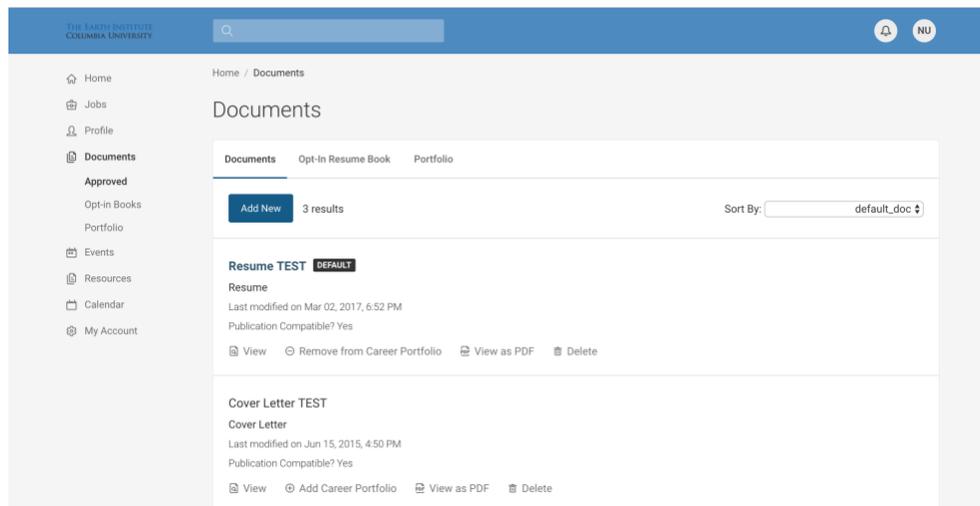
The screenshot shows the 'My Account' page, specifically the 'Personal' subtab. The navigation sidebar on the left includes 'Home', 'Jobs', 'Profile', 'Documents', 'Events', 'Resources', 'Calendar', and 'My Account' (with sub-items: Personal, Academic, Privacy). The main content area has a breadcrumb 'Home / My Account / Personal' and a title 'My Account'. Below the title are tabs for 'Personal', 'Academic', 'Privacy', 'Password', and 'Notification Settings'. The 'Personal' tab is active, showing a 'save changes' button, a 'save changes and continue' button, and a 'cancel' button. A note states '\* indicates a required field'. The 'Student Information' section includes three input fields: 'Full Name \*' (with a sub-note 'Enter your full name (First MI Last)'), 'First Name', and 'MI'. On the right, a 'Completion Status' sidebar lists various fields with checkmarks indicating completion: 'Personal Information', 'Full Name', 'First Name', 'MI', 'Last Name', 'Email', 'Phone Number', 'Permanent Address', 'Street Address', and 'Dependent Locality'.

If you click the 'Profile' tab in the navigation sidebar, you can publish your profile using the toggle-switch on the right-hand side of the page. Use discretion: after switching the Publish toggle-switch to "On," profiles can be viewed by employers and other online users.

### 3. Upload and Publish a Resume

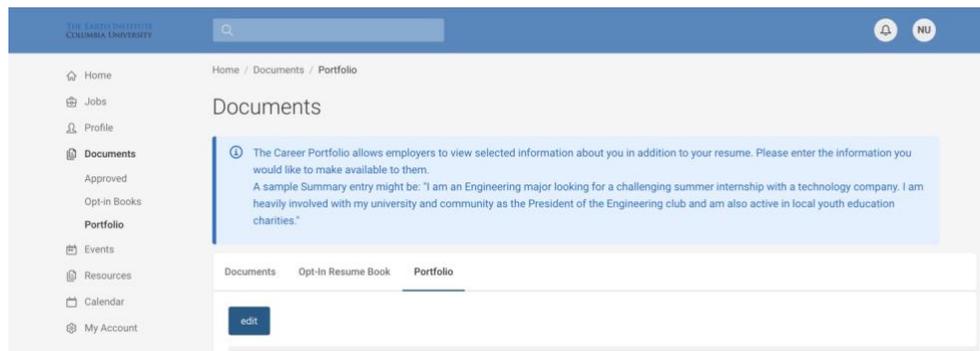
Click on the 'Documents' tab in the navigation sidebar and then the 'Approved' subtab. Click on 'Add New' to continue. Be sure to 'Label' your document and select the 'Document Type' before choosing a file to upload. Your resume must be in Word, .pdf or .rtf to begin the conversion process. Click "Submit" after uploading your file. Your file should now be listed under the 'Documents' tab.

You can also add your resume to your "Career Portfolio" (See step 4 below for more information on how to complete the "Career Portfolio"). Don't forget to publish your resume in the Earth Institute Resume Book, which is open to employers! Simply click on "Opt-In Resume Book" and select the file in the dropdown menu under "Submit Resume".



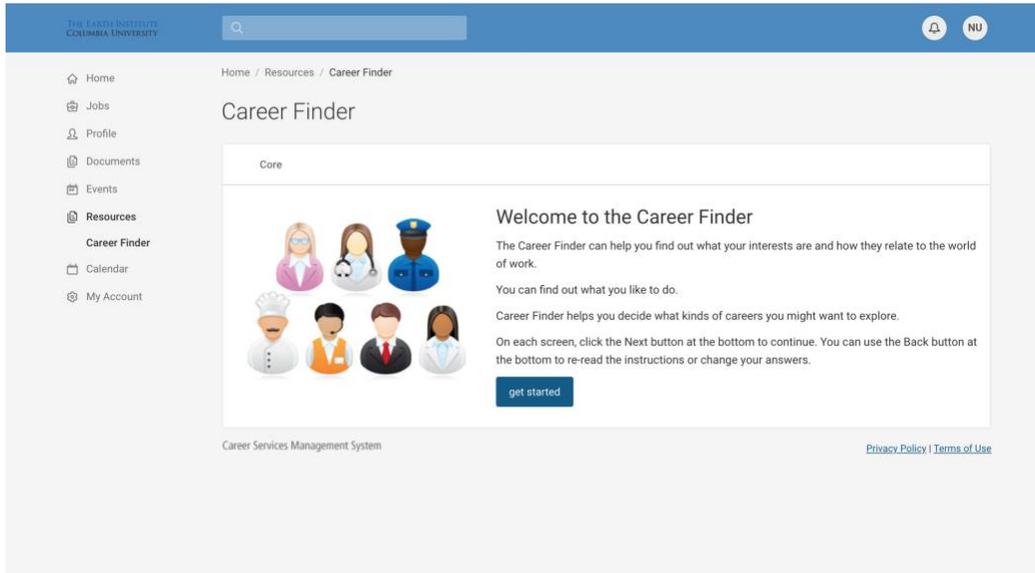
### 4. Create a Personalized Portfolio

Click on the 'Documents' tab; when the drop-down menu appears, click on the 'Portfolio' subtab. To edit "The Career Portfolio," click on "Edit." Here you can add information about yourself that you want to make accessible to employers. Click "Save Changes" when you are finished. Once completed, from the Homepage you can generate a personal hyperlink to "Share Your Public Portfolio."



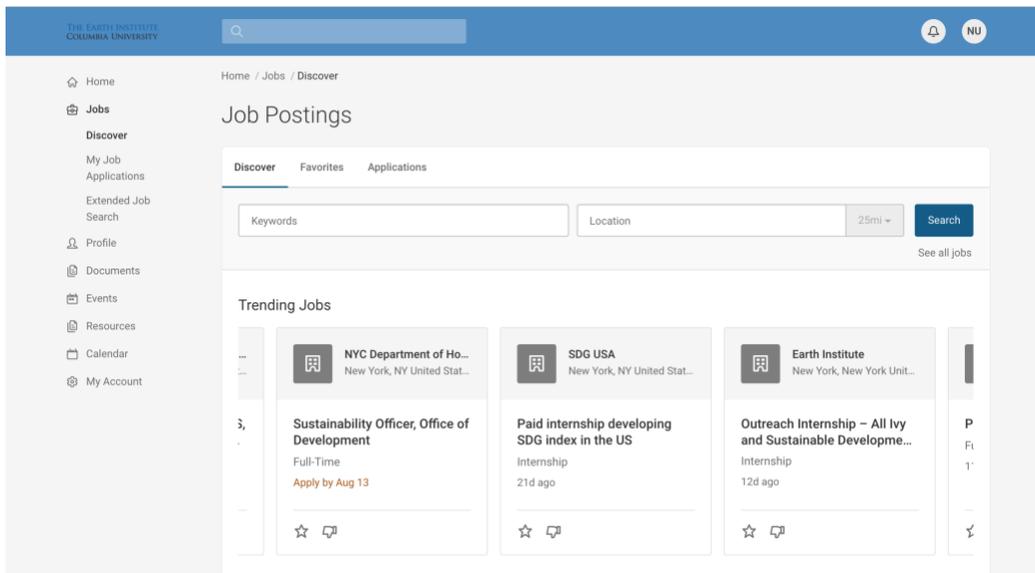
## 5. Explore Career Resources

To explore career paths, click on the 'Resources' tab in the navigation sidebar. The "Career Finder" will prompt a 62-question quiz to assess where your interests lie. A list of careers that fit your interests and preparation level will be generated.



## 6. Search for Jobs

If you're ready to begin looking for opportunities, click on the 'Jobs' tab in the navigation sidebar. Here you can search through the job listings.



## 7. Additional Help

If you need further direction, there is a thorough CSM Help Guide that can be accessed by clicking on the 'Help' tab located under the account icon in the top right-hand corner under 'Tools.' For technical support, please contact the Help Desk at (703) 373-7040. Hours are Mon-Fri from 9am-8pm EST (excluding holidays). You may also contact Natalie Unwin-Kuruneri (natalie@ei.columbia.edu).

