

# Off Campus Open Learning Students:

## HOW TO CREATE AN ACCOUNT and a BOOK A SKYPE APPOINTMENT WITH THE TRU CAREER EDUCATION DEPARTMENT

THOMPSON RIVERS UNIVERSITY

PROGRAMS & COURSES | ADMISSIONS | LIFE & SERVICES | VISIT | RESEARCH | ABOUT US

> TRU Home > Career Education

Share E-mail Loading Print

### Career Education

Home Student Employment Co-op Program Career Planning News & Events For Employers & Faculty Contact Us

The Career Education Department is dedicated to providing career education programs and services to TRU students and alumni.

The primary goal of the department is to educate and provide students the opportunity for experiential learning and career exploration.

**Career Education Information**  
Providing career development and career education to students and recent graduates.

**Co-op Education**  
A three credit elective course, combining on campus paid work experience.

**Career Planning**  
Resources and information about resumes, cover letters, interviews and how to be successful in your career search. **NEW** - Career Planning is now available for Open Learning Students through SKYPE.

**News & Events**  
Workshops, guest speakers, networking events and more

**CAREER PLANNING FOR OPEN LEARNING STUDENTS**  
LOG IN TO TRU SYMPPLICITY...TO BOOK APPOINTMENTS, VIEW AVAILABLE POSITIONS AND POST NEW JOBS.  
WHAT IS SYMPPLICITY?

Simplicity for Students

Simplicity for Employers

CONNECT WITH US!

Twitter Facebook Photos

Learn About What We Do

12:33 PM 10/27/2014

To access Symplicity click <https://tru-csm.symplicity.com/students/index.php> ...OR go to <http://www.tru.ca/careereducation.html> and click on LOGIN TO SYMPPLICITY –OFF CAMPUS OPEN LEARNING STUDENTS button on the top of the right side of the screen.

### **IF THIS IS YOUR FIRST TIME SIGNING IN**

- Click REGISTER instead of SIGN IN. Your TRU Student ID (Student #) will be your username. Your password will be created later on. You will be prompted to fill out an online registration form and click SUBMIT at the end.
- When filling out the form: please fill out any mandatory red star fields of the online registration form. The other fields are optional. A few comments while you are filling this out:
  - Your graduation date is the approximate date of your planned graduation from TRU.
  - One of the questions on the registration form is asking you if you want to be included in our resume books which we no longer use. Answer yes or no, as long as you choose one. A mandatory field has to be completed so you can submit the form.
  - When identifying your status indicate as many as applicable: employed part time, looking for full time job, looking for on campus job etc.
- After you have submitted your online form, open your e-mail and check your Inbox. Check your Spam folder if your Inbox is empty. Symplicity will automatically send you a message asking to click on a link to verify your registration request. Follow the instructions in Symplicity e-mail to verify your registration.
- Once verified your registration, we will physically verify your student number and approve your request. Due to volume, this could take up to one business day.
- Once approved you will receive a 2<sup>nd</sup> message from Symplicity asking you to set your password.
- Follow the instructions in the 2<sup>nd</sup> message from Symplicity to set your password. You will be requested to click on the 2<sup>nd</sup> link in the message. Once you click on it, you will be automatically asked to create a password in 2 windows. One window is for your original password and 2<sup>nd</sup> will ask you to re type it. Once you have completed setting your personal password click Save.
- Once your password is saved you will automatically enter the main screen in Symplicity. You can now start using Symplicity for your appointments and/or jobs search. Please keep your account information up to date so we can contact you in timely manner if needed.

**To create an appointment in Symplicity click "REQUEST AN APPOINTMENT" under "CAREER TOOLS AND ADVISING" on the right side of your screen.**

- Click on the TYPE of your appointment:
- As an OPEN LEARNING STUDENT YOU ONLY SELECT **Larry Iles SKYPE-OPEN LEARNING CAREER COUNSELING-OPEN LEARNING STUDENTS ONLY.** Please do not select another type of appointment as those types are for ON-CAMPUS APPOINTMENTS ONLY.

The screenshot displays the Symplicity Career Services Management System interface. The user is logged in as John AANDERSON. The main navigation menu on the left includes options like Home, Communications, Calendar, Contacts, Employers, Students, Survey, Appointments, Co-op Education, Job Postings, Events, Resume Book, Quick View Reports, Publications, Reporting, Document Library, Tools, Emails, Users, System Settings, Picklists, Import Data, PDF Queue, Email Queue, Form Builder, Help/Hints, Usage Stats, Sponsors, and My Account. The main content area is titled 'calendar' and features a search filter for 'Larry Iles Skype- Open Learning Career Counseling-Opi'. The date range is set from 2014-10-27 to 2014-11-26, and the time range is 8:30 am - 4:00 pm. A search box for counselors is visible, showing 'Larry Iles (General Career Advising)'. A hand-drawn arrow points to the search box with the text 'Start by choosing an initial filter from the choices at left'.

- Select the LENGTH of your appointment: 30,45 or 60 min. The OL counselor has 30, 45 and 60 min time slots. Click Refine Results at the end. This search will allow you to see any available coordinators that fit your type of appointment with the dates and times available in the next few weeks.
- If you need to specify search criteria by specific day you can use the check boxes and click on Refine Results again.
- Once you have selected the date and time of your appointment, click Submit. For those who require Skype appointments, when setting up your appointment mention the Skype request in the notes and then click Submit. If you are not able to use SKYPE please indicate the appointment will be a phone meeting. Our Skype address is: TRU Co-op Program. Add us to your contacts. The appointment is now confirmed in your Symplicity Calendar.
- Symplicity will send you a confirmation to your e-mail as well as a reminder the day before the appointment. Please make sure you read the confirmation carefully to ensure your come to the right location for your appointment.
- Cancel and reschedule your appointment online in Symplicity.