



FIRST TIME USER GUIDE

1. How to create a new account
2. How to log into your existing account
3. How to change your password
4. Basic System Overview

1. CREATE A NEW ACCOUNT

- Go to **hire.auburn.edu**
- Click on **Open a New TRL Account**
- Complete the **registration form** and click **submit**. Note: entry fields with red asterisks (*) require information to be entered. Resume Book access is not permitted for third party recruiters unless they are recruiting for positions within their company.
- You will see this **message** confirming your registration: "Thank you for registering at Auburn! You should receive the email with your login information soon."
- Your registration will be reviewed by Career Services and once approved, you will receive an email confirmation containing your login information. Note: We review new employer registrations continuously throughout the business day.

2. LOG INTO YOUR EXISTING ACCOUNT (AFTER RECEIVING EMAIL CONFIRMATION)

- Go to **hire.auburn.edu** (or bookmark **https://auburn-csm.symplicity.com/employers**) and log-in using your *email address* as your **Username** and the *system-generated Password* provided in your email confirmation.
- Welcome to your TRL Home Page
- **Announcements** will notify you of timely events and services. **Shortcuts** will take you to popular resources. The **Events** section lists all upcoming Career Services and Office of Professional and Career Development events.

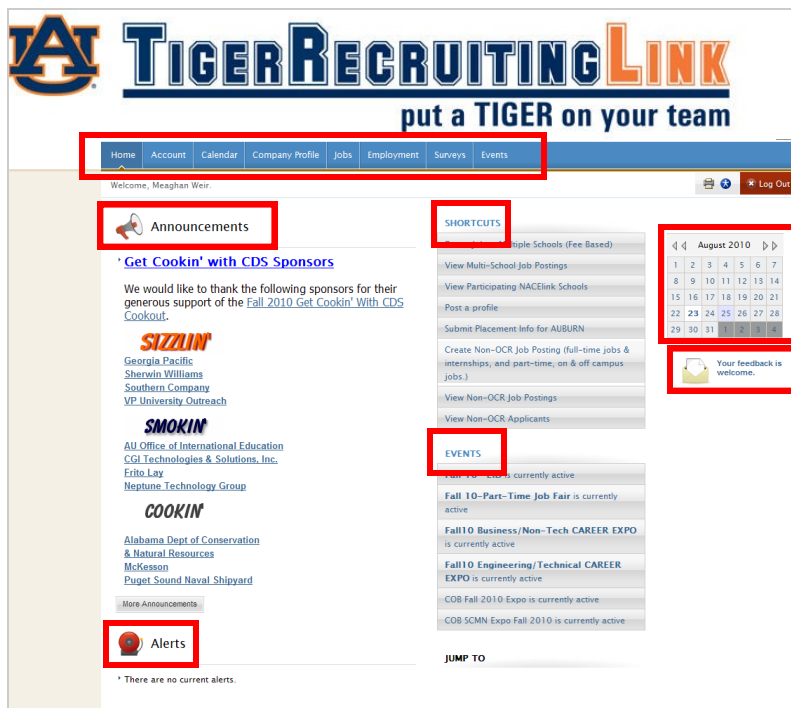
3. CHANGE YOUR PASSWORD (TO SOMETHING YOU WILL REMEMBER)

- Click on the **Account** tab
- Click on the **Password/Preferences** tab and use the system-generated password as your old password and then enter and confirm your new password. Save those changes and move to completing your profile.
- Career Development Services and Office of Professional and Career Development can not access your password. Please choose a password you can remember and write it down as you will not be able to view it from your account. If you forget your password utilize the **"Forgot Password"** button on the TRL login page to have your password reset and emailed to you. **If you have accounts with more than one school on the NACELink system, your password should be the same for all schools.** If your account is synchronized through NACELink, you will need to make any password changes on their site at:
<https://central.nacelink.com/gempempforgotpassword.php>.

The screenshot shows the Tiger Recruiting Link web application. At the top is the logo and tagline. Below is a navigation bar with tabs: Home, Account, Calendar, Company Profile, Jobs, Employment, Surveys, and Events. The 'Account' tab is selected and highlighted with a red box. Below the navigation bar, the 'account' section is displayed. It has sub-tabs: Personal Profile, Invoices, Password/Preferences, and Activity Summary. The 'Password/Preferences' sub-tab is selected and highlighted with a red box. The form contains fields for 'Old Password', 'New Password', and 'New Password' (confirm). There are 'Save' and 'Reset Form' buttons. At the bottom, there is an 'Accessible Mode' section for visually impaired users with 'yes' and 'no' radio buttons, and another 'Save' and 'Reset Form' buttons. The footer contains NACELink branding and a note about the network's collaboration.

4. SYSTEM OVERVIEW (JUST THE BASICS)

- **Home Page Highlights**
 - **Announcements:** Regularly check here for important announcements from Career Services and Office of Professional and Career Development
 - **Shortcuts:** Direct links to the pages you will use most often
 - **Events:** Listing of all Career Services and Office of Professional and Career Development events
 - **Alerts:** Time-sensitive reminders critical to your successful use of the system
 - **Calendar:** View your scheduled activities including interviews, events, etc. by date
 - **Feedback:** Your feedback is encouraged so we will know how we can better serve you.
- **Menu Options**
 - **Account:** Update your personal profile, change your password, and view your account activity summary
 - **Calendar:** View your scheduled events, deadlines, appointments, etc.
 - **Profile:** Only needs to be completed once. Please provide as much information about your company as possible. There is also a place to include your company logo.
 - **Jobs:** Select this tab to post non-OCR (not On-Campus Recruiting) jobs
 - **Resume Books:** Access resumes for each student/alumni registered with Auburn's TRL. Resume Book access is not permitted for third party recruiters unless they are recruiting for positions within their company.
 - **On-Campus Recruiting (OCR):** Access ALL relevant OCR information here including schedules, jobs, applicants lists, etc.
 - **Placements:** Please let us know when you hire Auburn students/alumni
 - **Events:** Register for one of Auburn's upcoming Special Events including Part-time Job Fair, Education Interview Day, and Career Expo.
- If Menu tabs are not bold/accessible, you did not request or were not given access to them. If you feel a mistake has been made regarding this, please contact someone at the email addresses listed below.



Detailed instructions are available for using the **Jobs** tab and **OCR** tab are available at <http://hire.auburn.edu>.

For additional assistance, please contact Jessica Endress at jle0016@auburn.edu or Meaghan Weir at meaghan@auburn.edu in Career Development Services (334-844-4744), or Melanie Woods at woodsme@auburn.edu in the College of Business Office of Professional and Career Development (334-844-2266).



CAREER DEVELOPMENT SERVICES
YOUR CAREER OUR MISSION
 303 MARTIN HALL | 334.844.4744
WWW.AUBURN.EDU/CAREER

OFFICE OF PROFESSIONAL AND
CAREER DEVELOPMENT
 101 LOWDER | 334.844.7203
WWW.BUSINESS.AUBURN.EDU/OPCD/