



FIRST TIME USER GUIDE

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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>.

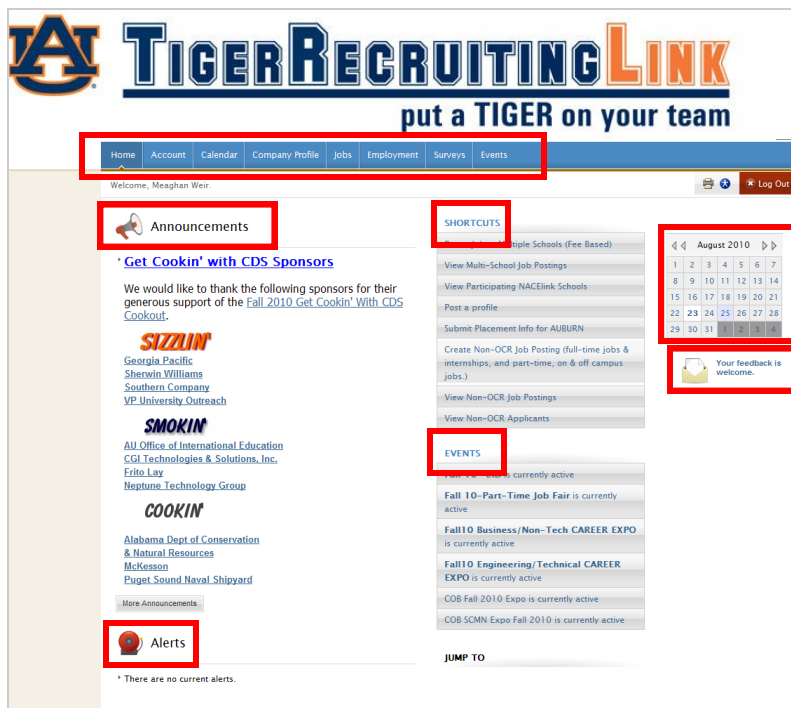
4. SYSTEM OVERVIEW (JUST THE BASICS)

- **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>.



**AUBURN UNIVERSITY
CAREER CENTER**
303 MARTIN HALL | 334.844.4744
WWW.HIRE.AUBURN.EDU

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