Wildcat Career Network - How to Create an Employer Account

1. Login to WCN by going to this link https://cwu-csm.symplicity.com/

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2. Select "Employers" which will take you to the screen below:

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				Employer Sign In	Sign Up				
				Please enter your username and password.	Signing up takes just minutes.				
r				Username (your email address)	Sign Up Sign Up And Post Job				
				Password					
				Sign In Forgot Password By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms					
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3. To create a new employer account, select either "Sign Up" or "Sign Up and Post Job". For this example, "Sign Up" was selected which takes the user to the screen below. If you are uncertain if you have already created an account, you can try the "Forgot Password" button to reset your

password.

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Organization Name *	Q				
Description Enter a brief description of	of your organization.				
Industry*					~

- 4. Fill out the necessary fields. **Note:** * indicates a required field:
 - a. In "Organization Name", you can enter part of your organization and then search the database for the official company name.
 - b. In the "Industry" field, you can select one or multiple entries by using the "Ctrl" button and making multiple selections.
 - c. Once you have filled all of the required fields and any of the other sections, click "Submit". This will bring up a confirmation of the account creation shown below:

Sign Up
Sign in Forgot my password Sign Up Sign Up and Post Job
Your request for an account in our Wildcat Career Network is being reviewed. Your corporate website address and email address are required items. Please note that your registration will not be approved if you do not list your website and/or if your contact email address has different attributes compared to your website domain name. If approved you will receive account instructions and login information via email. Thank you for your interest in recruiting with Central Washington University and we look forward to the possibility of working with you in the future!
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- d. Your account will then be reviewed by the CWU Career Services Administrators for approval. You will receive an email once the account application is approved.
- 5. Once the account application is reviewed and approved by CWU Career Services you will get an email alerting you to the approval. There is also a link on how to create a password for your new account. Below is what this email looks like:



- 6. Click the "Set Your Password" link and follow the instructions to setup a password.
- 7. Your CWU Employer Account is now ready to use.