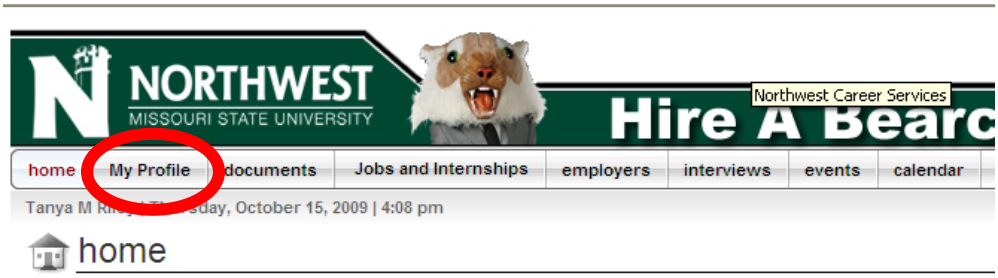
Want to get job and internship listings sent directly to your email address?

Step 1: Go to https://nwmissouri-csm.symplicity.com/students/.

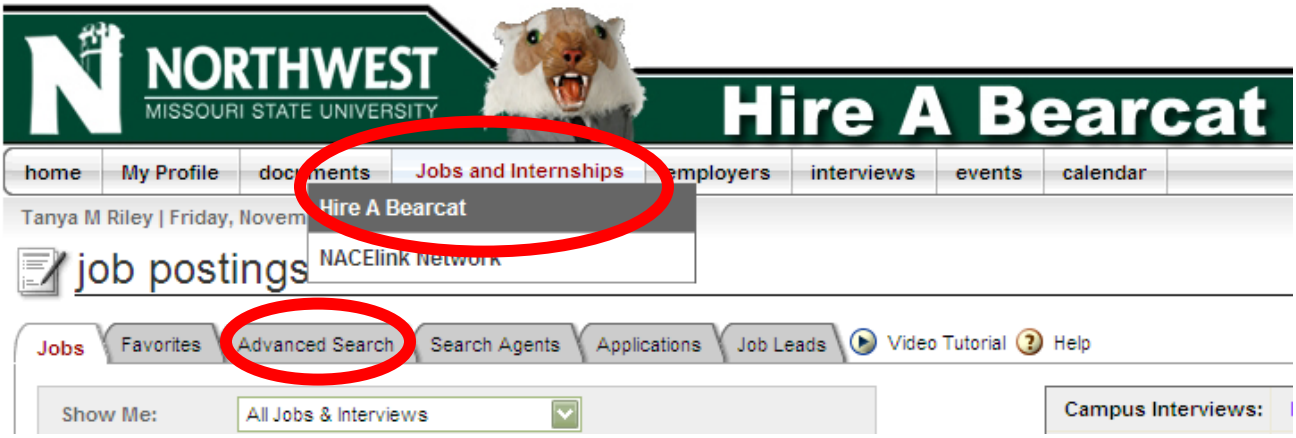
Step 2: Sign in using your username (919#) and password.

Step 3: Click on the My Profile tab in the upper left corner; complete and verify the forms located directly below the profile tab: **Personal Information, Academic Information, Privacy and Password/Preferences.** You may choose to upload or update your resume in the documents tab (next to profile tab) at this time as well.

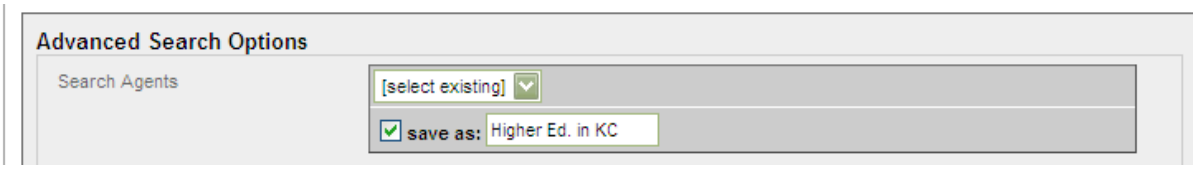
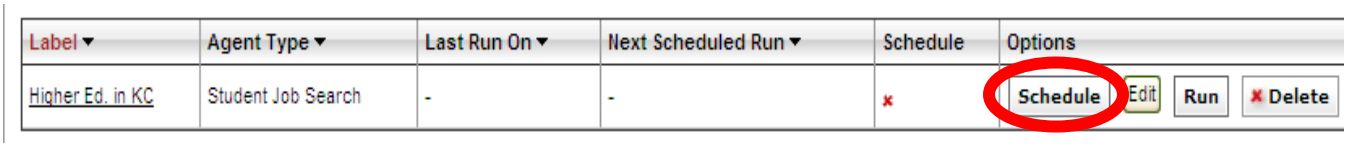


Step 4: Click on Jobs and Internships, next to documents tab. Click on **Hire A Bearcat**.

Step 5: Click on Advanced Search tab. Complete the form to select the criteria for search agent.



Step 6: Once criteria has been selected, type a Search Agent title in the 'save as' field and click the box to save.



Step 7: Click on Search Agents tab, right next to the Advanced Search tab. To schedule the search to run and email the job listings automatically, click the [schedule] button in the Options column.