

Student Portal

Onboarding & Quick Reference Guide

Powered by Symplicity CSM

This guide covers:

Section 1 — Logging In & Setting Up Your Profile

Section 2 — Managing Your CV

Section 3 — Searching & Applying for Jobs

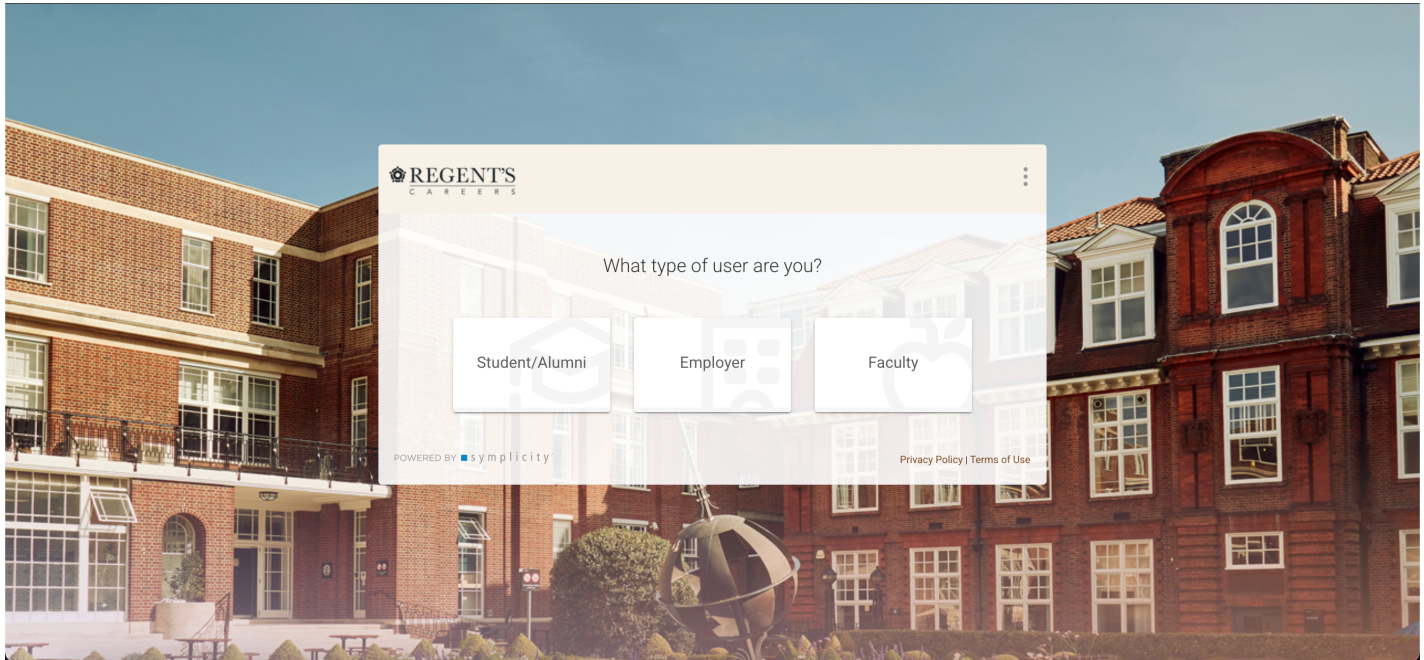
Section 1: Logging In & Setting Up Your Profile

Step 1 — Log In to the Platform

Open a web browser and navigate to your institution's [Student Portal link](#). You will be prompted to sign in.

- Username: Your university email address or username
- Password: your university password

Press the Student/Alumni Sign In button to continue.



Step 2 — Getting started

On your first login you will be asked for some information to Get Started.



Welcome Molly

We'll help you prepare, search, and secure a great career.

☐ I agree to my institution's privacy policies and Symplicity's [Privacy Policy and Terms](#)

Get Started

By using this site, you acknowledge that you may receive emailed jobs and other opportunities. You can unsubscribe at any time from Email Preferences.

Step 3 — Set Your Interests

The platform will ask you a series of short questions to personalise your experience. Work through each screen and press Next to move forward:

1. Opportunity type (select one) — e.g. graduate role, internship, placement.
2. Preferred work locations (multiple selections allowed) — type the first few letters of a city to search.

☒ I agree to my institution's privacy policies and Symplicity's [Privacy Policy and Terms](#)

Get Started

3. Industries of interest (multiple selections allowed).

CSM

CAREER SERVICE MANAGER
BY SYMPPLICITY

What type of jobs are you looking for?

We'll use this information to connect you to relevant opportunities. You may choose more than one.

Q search

Full TimePart TimeInternshipWork placementStudent EmploymentTemporary/SeasonalNot Sure Yet

1/6Next

4. Job functions (optional, multiple selections allowed).

Where would you like to work?

We'll use this information to connect you to relevant opportunities. You may choose more than one.

Q Search Locations

Dubai, United Arab Emirates XLebanon X

5. Previous employer (optional) — leave blank if you have not worked before.

Which industries are you interested in?

We'll use this information to connect you to relevant opportunities. You may choose more than one.

Q search

AccountingAccounting ServicesAdvertisingAdvertising, Marketing, and Public Rel...AerospaceAgricultureApparel/Textiles/FashionArchitecture & Urban PlanningArchitecture/Urban PlanningArtsArts & DesignAssociationsAutomotiveBankingBiotech & PharmaceuticalsBusiness ServicesChemicalsChemicals

Back3/6Next

Once finished, press OK to reach your homepage.

Which job functions are you interested in?

We'll use this information to connect you to relevant opportunities. You may choose more than one.

Q search

CybersecurityAccounting & BookkeepingAdvertisingAgricultureArchitecture & Urban PlanningArts/DesignClerical/Office AdministrationConstruction & Building TradesConsultingCustomer ServiceEducation/TeachingEngineeringEntertainment/Performing ArtsEnvironment/Natural ResourcesFashion Design/ModelingFinancial ServicesHealthcareHospitality

Back4/6Next

Where have you worked?

We'll add this to your profile. It's a good idea to add details later, and you can update your profile at any time.

Search for or add employer name

Back

5/5

Next



You are all set!

You may update this information at any time in your account section.

Ok

Step 4 — Navigate the Homepage

The homepage has six main areas:

- Navigation Menu — links to all sections of the portal
- Search Box — quickly find jobs, events, and resources
- Account & Settings Menu — update your personal details
- Notifications — alerts about applications and approvals
- Announcements — news from your careers service
- Upcoming Events — workshops, fairs, and employer presentations

REGENT'S
CAREERS

JobsEventsEmployersResourcesAppointmentsJC

Take Your Job Search Mobile!

Download the Symplicity Jobs and Careers app, and search for jobs from anywhere.

Download the App

Book Appointments

Enter a description that will appear on the student home page tile.

Career Explorer

Learn about popular careers and leading industries.

Pathways

Follow our step-by-step guide to career readiness.

Public Profile

Showcase your academic and professional achievements.

Add a CV

Upload a resume to get started with your job search.

Latest Jobs

Kimley-Horn

Gainesville, Florida, Unite...

Senior Project Manager, Practice Builder - Land...

Amergis

Lower Lake, California, U...

Hiring now \$70.00/hour
Special Education Teacher...

Amergis

Orlando, Florida, United S...

Hiring now \$52.00/hour
Teacher for Visually Impaire...

Stantec

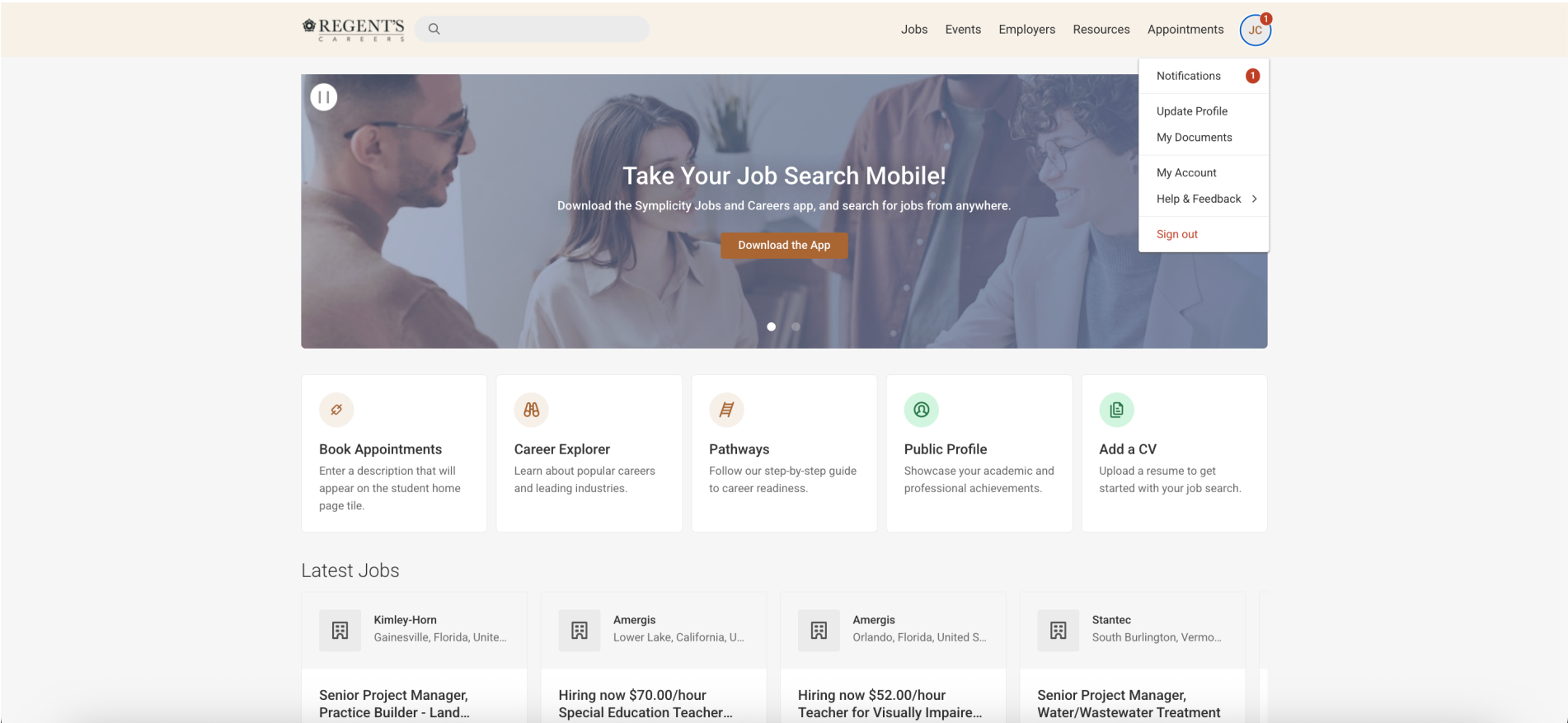
South Burlington, Vermo...

Senior Project Manager, Water/Wastewater Treatment

Regent's University London - Internal

Step 5 — Update Your profile Information

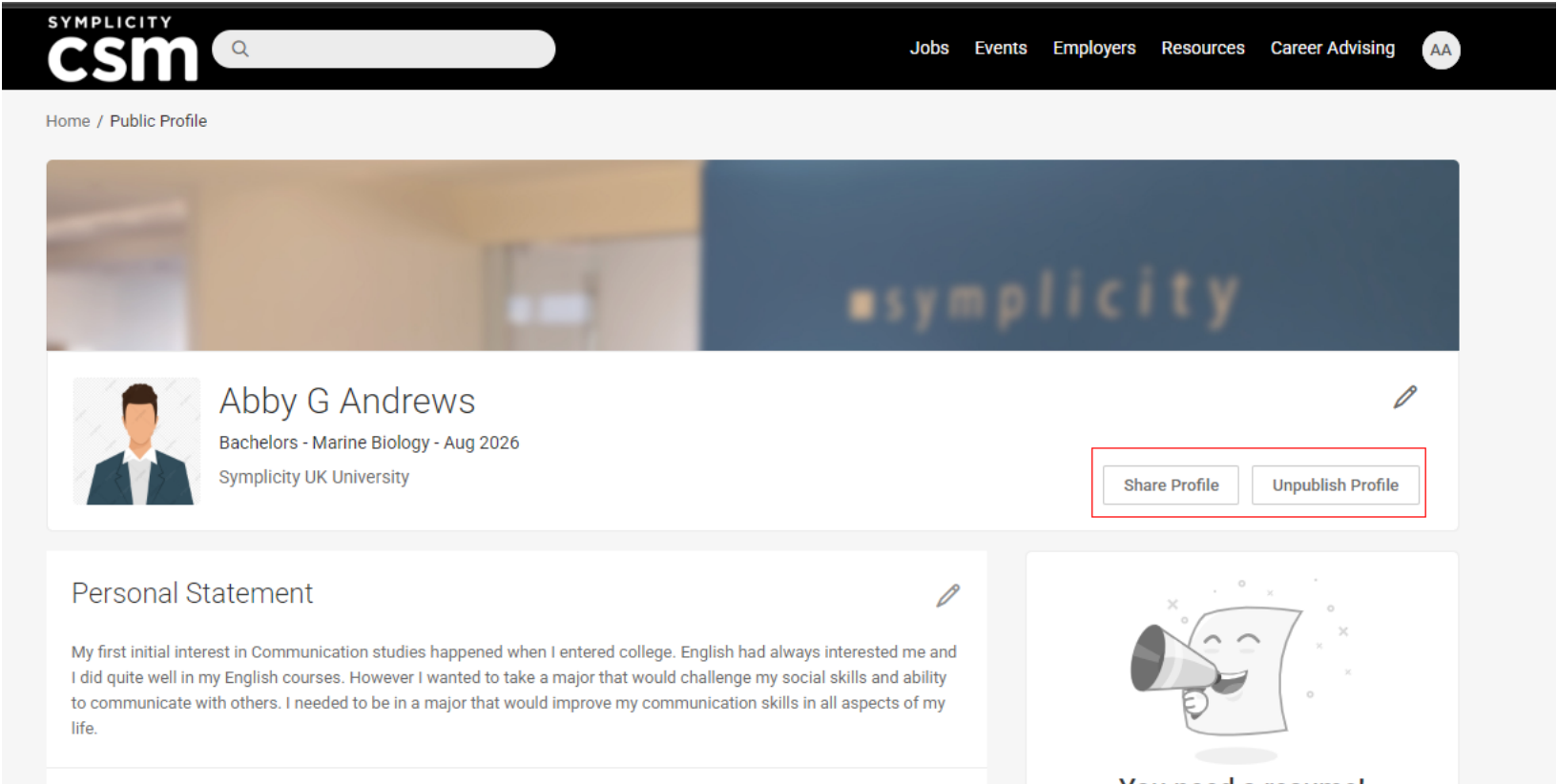
- 6. Open Account from the top-right menu.
- 7. Update profile.
- 8. Edit the relevant fields and press Save to confirm.



 **Tip:** You can always come back and change your interests later via Account > Personal Information.

Step 6 — Build Your Public Profile

Your Public Profile is visible to recruiters and employers. Select Public Profile from the right-hand navigation menu to start adding your education, experience, skills, and more.



Section 2: Managing Your CV

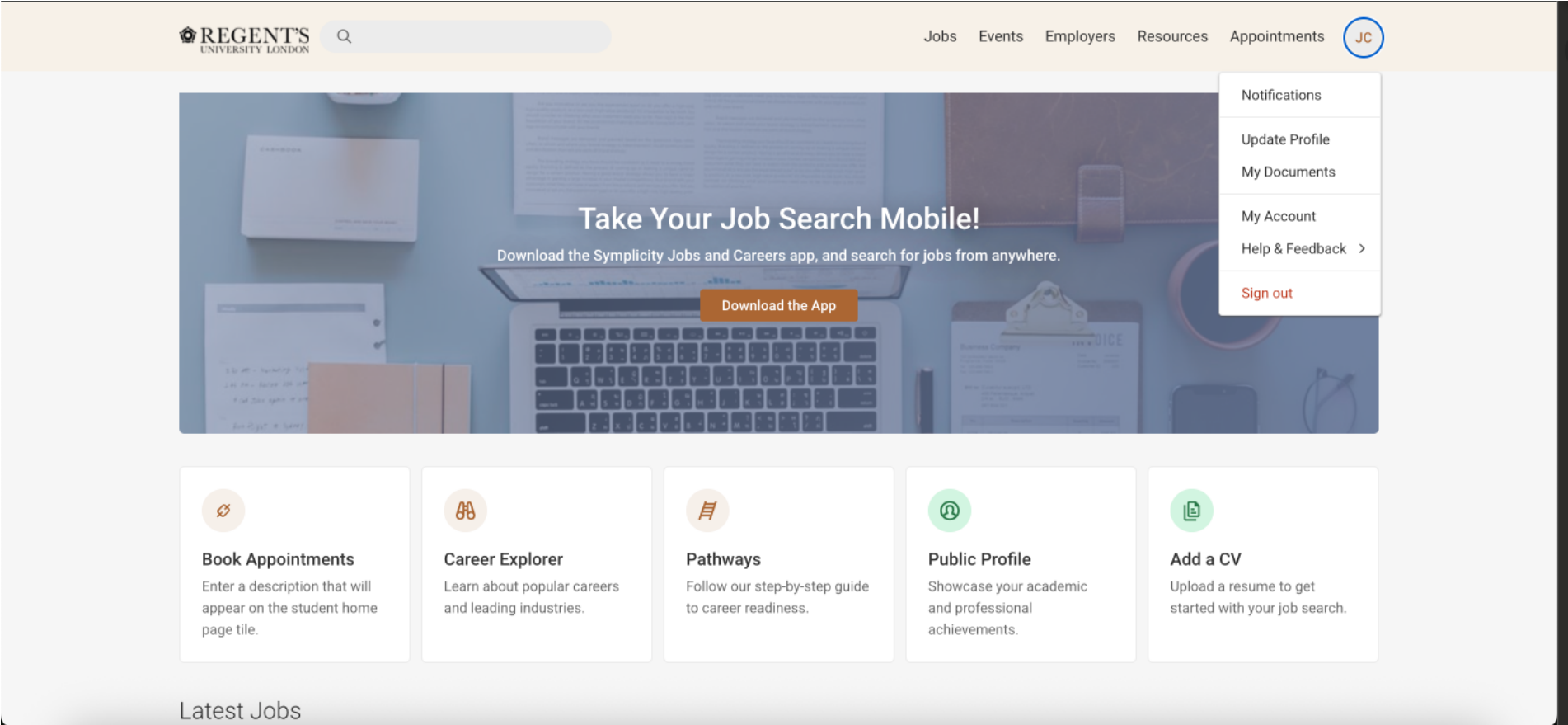
Your CV is central to every job application on the platform. Every CV you add — regardless of how you create it — must be reviewed and approved by a Career Advisor before it can be used.

There are three ways to add a CV:

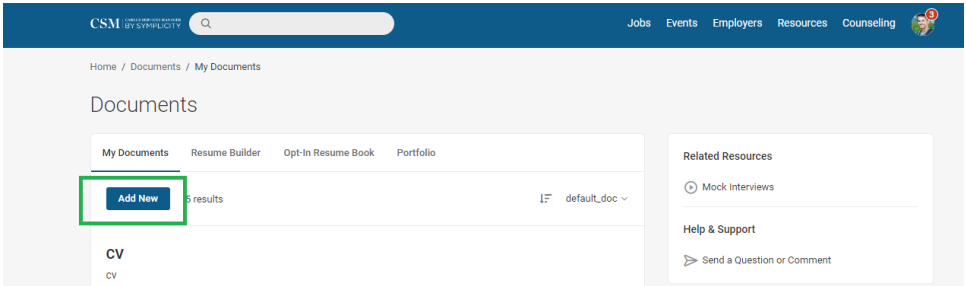
- Upload an existing document
- Generate a CV from your profile
- Build a new CV from scratch using the CV Builder

Option 1 — Upload an Existing CV

9. Click My Documents in the navigation menu.



10. Click the Add New button.



11. Complete the form: Label (display name) and Document Type (keep as "CV").

12. Click Choose File to select a file from your device.

Student Document

Label - e.g., "CV - Full Name (Major)" *

Document Type

- ☒ CV
- ☐ Cover Letter
- ☐ Unofficial Transcript
- ☐ Writing Sample
- ☐ Other Documents

13. Optionally add a note to the Career Advisor, then click Submit.

Maximum file size: 64 MB

File *

Please select your document to upload.

Choose File

No file chosen

The platform converts your file to PDF automatically. Your document will appear in the list with a Pending tag until a Career Advisor reviews it.

 **Tip:** You can also upload a CV from your Profile page. Under the Résumé area on the right, click Upload Resume.

Student Notes

Add any notes (if needed) you wish to share with the Career Advisor

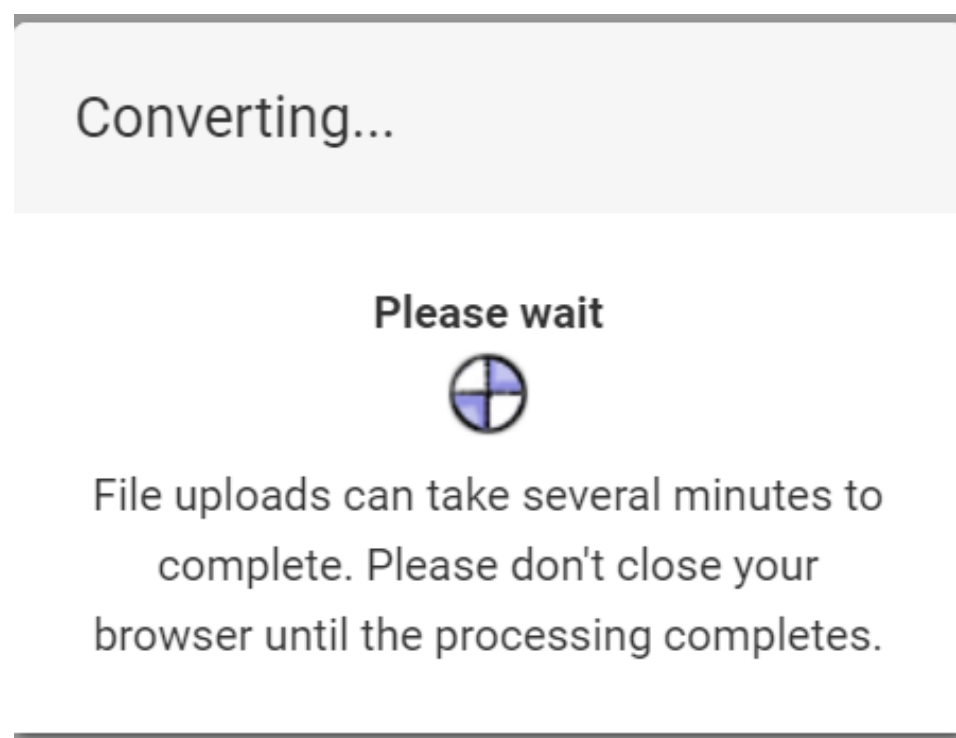
Submit

Cancel

Option 2 — Generate a CV from Your Profile

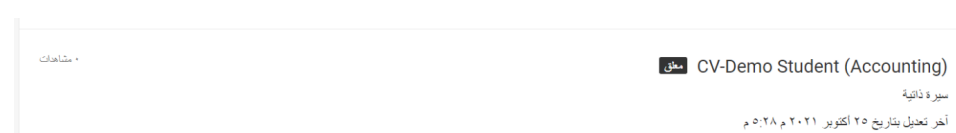
14. Click Profile in the navigation menu.

15. In the Résumé area on the right, click Generate Resume.



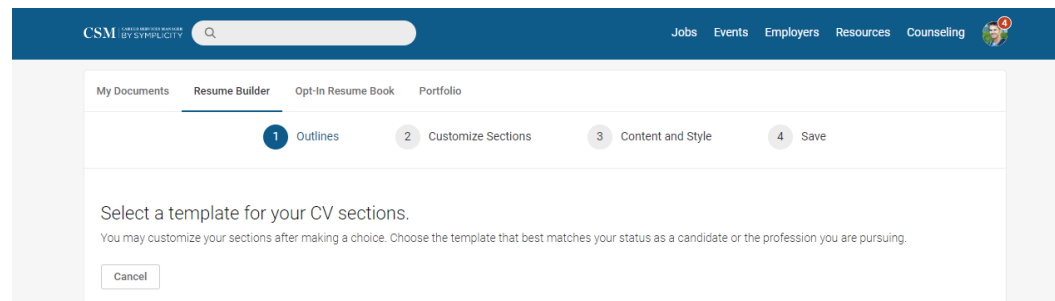
16. The CV Builder tool will open, pre-populated with your profile information.

Note: If you already have a CV set as default, hover over the document name in the Résumé area until you see the pen icon, then click it to reveal the Upload Resume and Generate Resume options.



CV Review & Approval

All newly submitted CVs go through a review process. To view your CVs and their status, click My Documents.



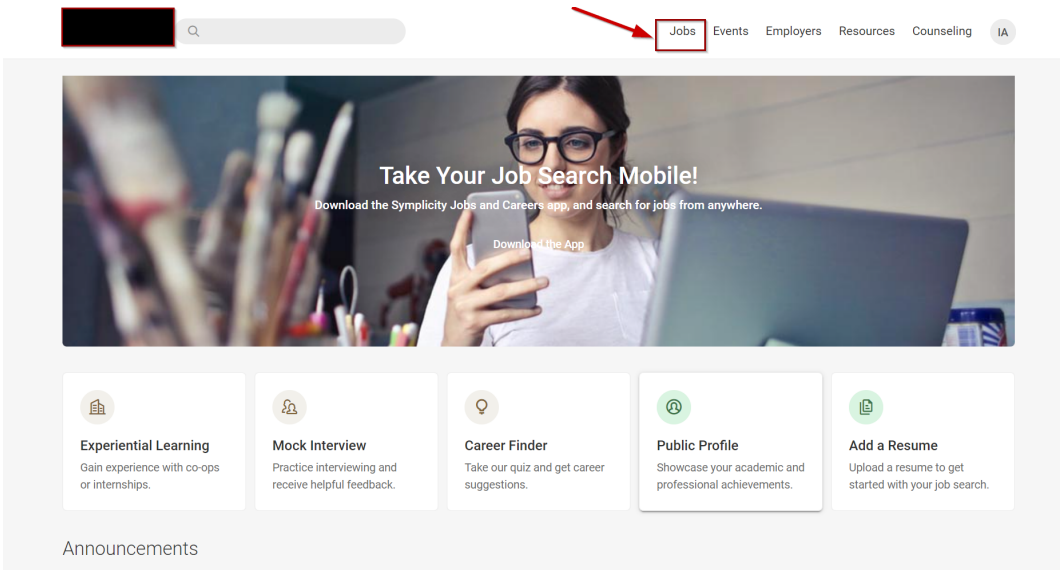
- Pending — CV submitted, awaiting review by a Career Advisor.
- Approved — CV is available to attach to job applications.
- Not Approved — Career Advisor has left feedback. Click the CV title to read the comment, make edits, and resubmit.

💡 **Tip:** Visit the Document Library (Resources > Document Library) for additional CV guides, articles, and video tutorials.

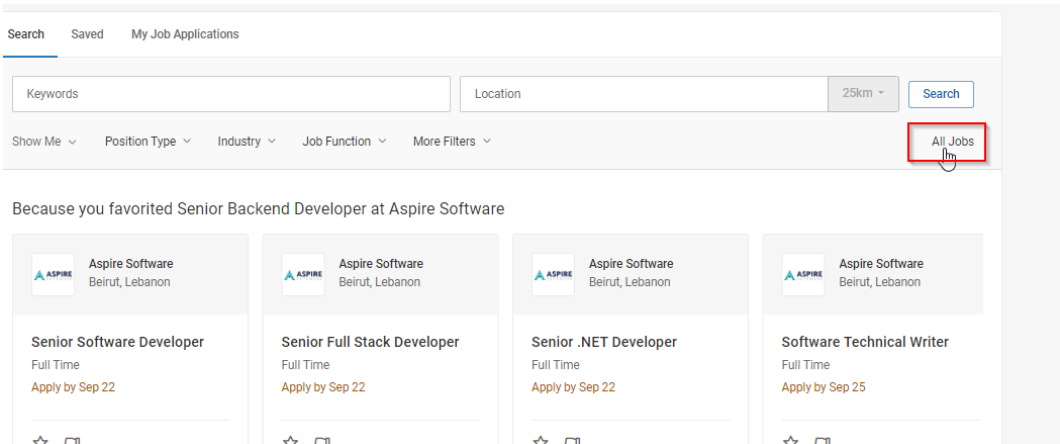
Section 3: Searching & Applying for Jobs

Searching for Jobs

- 17. Click Jobs in the top navigation menu.
- 18. Click All Jobs.

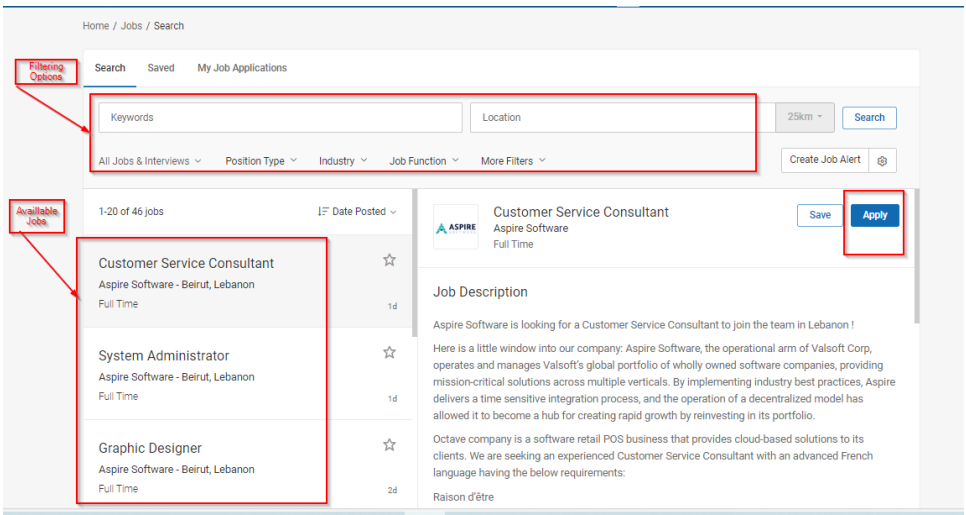


- 19. Use the Filtering Options on the left to narrow results by industry, location, job type, and more.
- 20. Click any job listing on the left to view the full details on the right.

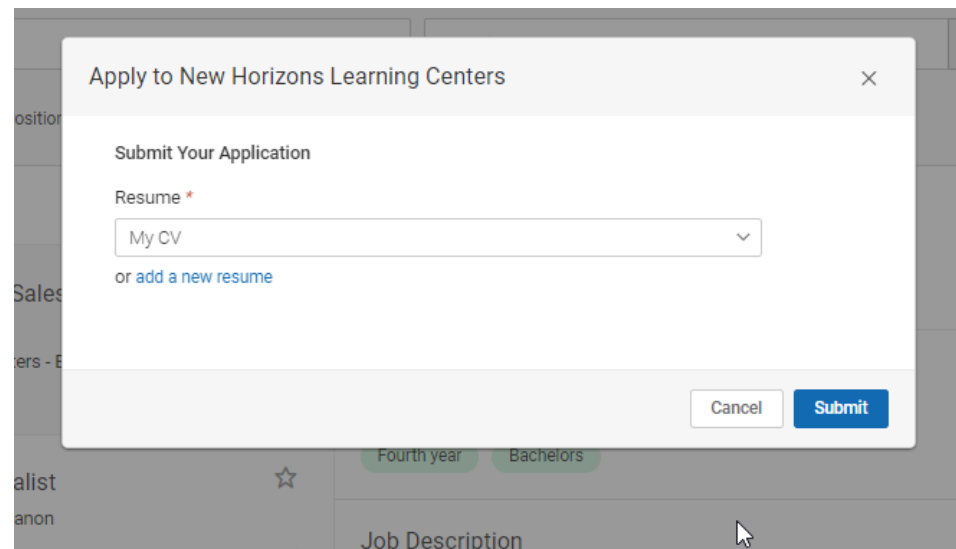


Applying for a Job

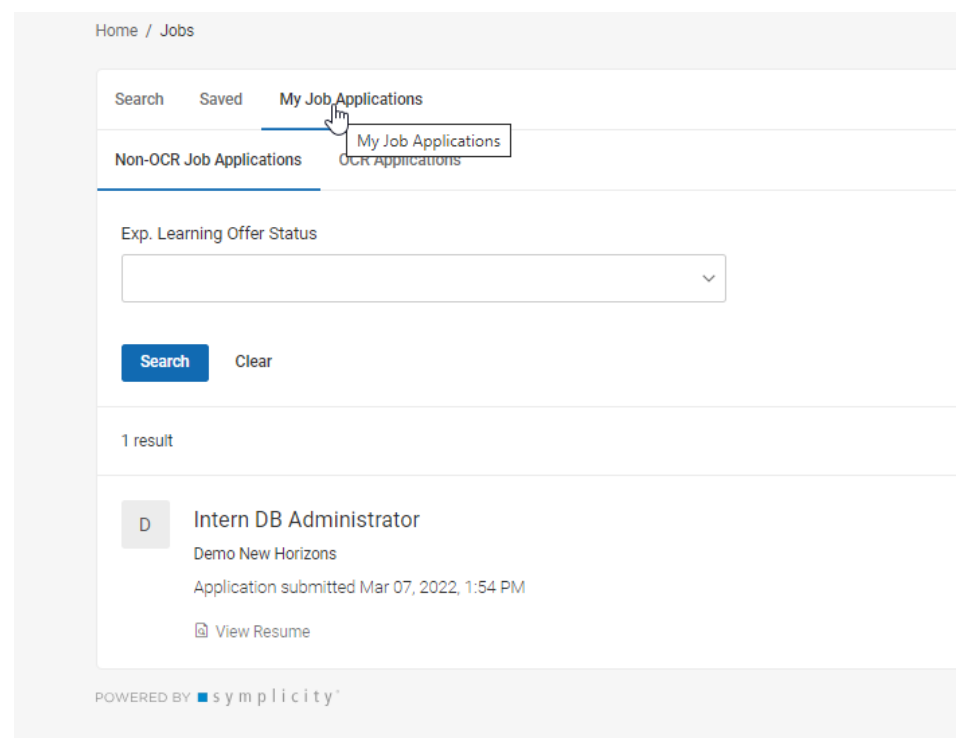
- 21. Open the job you want to apply for and click Apply.



- 22. Select the CV you want to attach. Only approved CVs will be available.



23. If you do not yet have an approved CV, click Add a New Resume. You can submit the application once your CV has been approved.
24. Complete any additional fields and submit your application.



Tracking Your Applications

To view all your submitted applications, click My Job Applications in the Jobs menu. From here you can monitor the status of each application.

Need Help?

Contact your Careers Service team or visit the Help section for further guidance.