

SPH CareerLink

HOW TO REGISTER

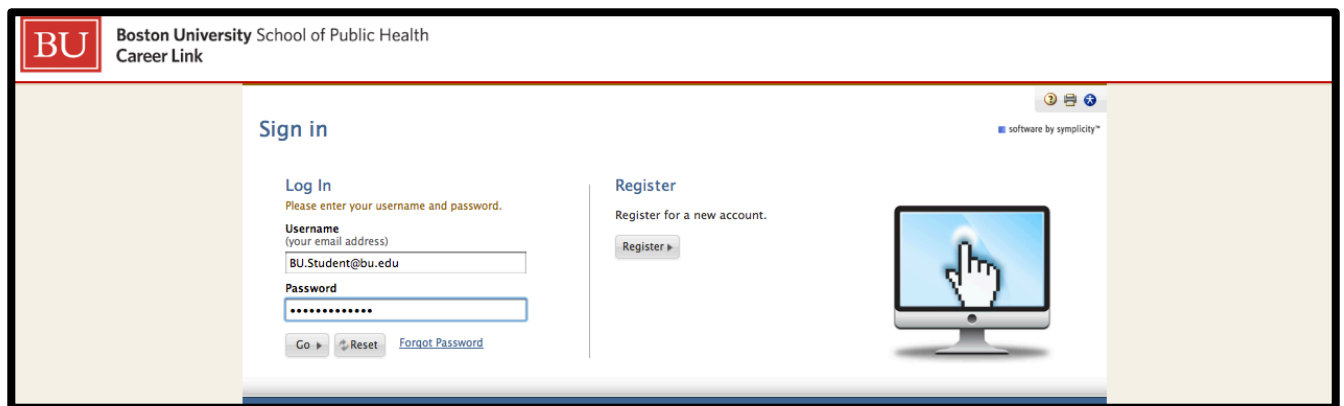
Welcome to Boston University School of Public Health's (BUSPH) job board and recruitment system: SPH CareerLink. This step-by-step instruction manual will guide you through the process of registering for an account.

Please only register if you are a BUSPH student who has not received username and password information or if you are an alumni who did not have access to the system as a student.

If you forgot your password, ***do not register***. Click on "Forgot Password" on the Sign In page.

STEP 1: VISIT [HTTPS://SPH-BU-CSM.SYMPPLICITY.COM/STUDENTS](https://SPH-BU-CSM.SYMPPLICITY.COM/STUDENTS)

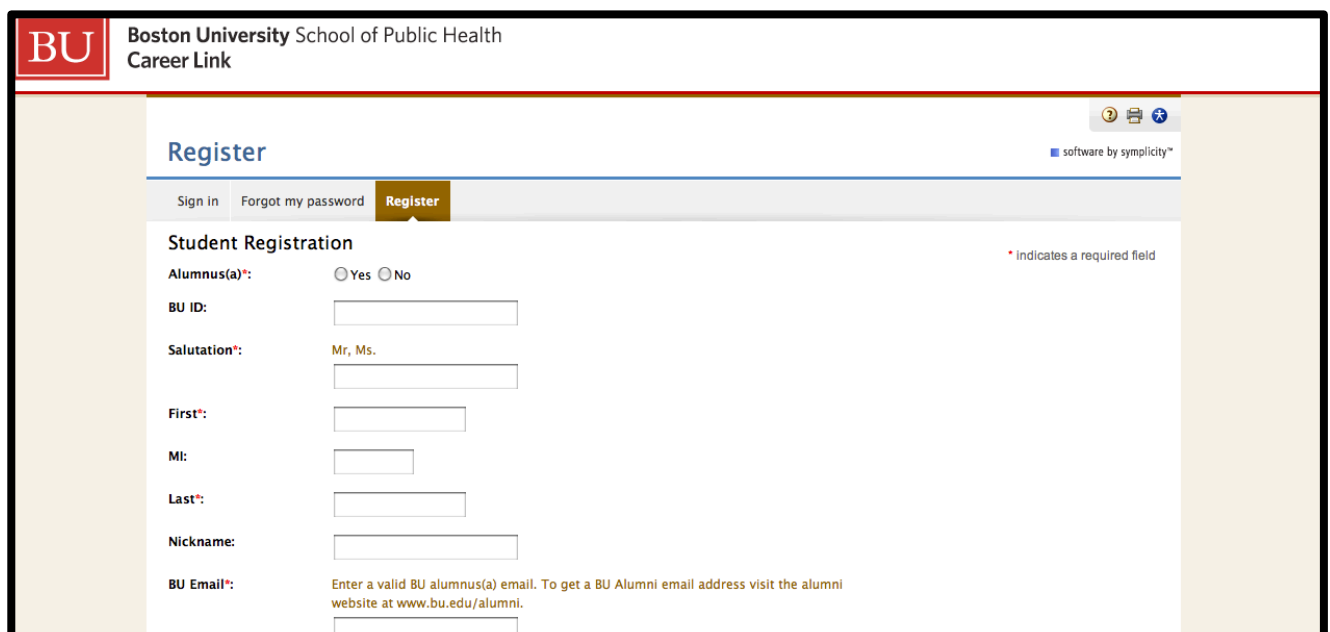
It would be a good idea to bookmark this page on your web browser.



The screenshot shows the "Sign in" page of the SPH CareerLink system. The page header includes the BU logo and "Boston University School of Public Health Career Link". The main content area is titled "Sign in" and features two sections: "Log In" and "Register". The "Log In" section prompts the user to enter their username and password. The username field is pre-filled with "BU.Student@bu.edu" and the password field is masked with dots. Below the password field are "Go", "Reset", and "Forgot Password" buttons. The "Register" section prompts the user to "Register for a new account" with a "Register" button. A computer monitor icon with a hand cursor is displayed to the right of the registration section. The page also includes a "software by symlicity" logo in the top right corner.

STEP 2: REGISTER

A) Fill out the registration form:

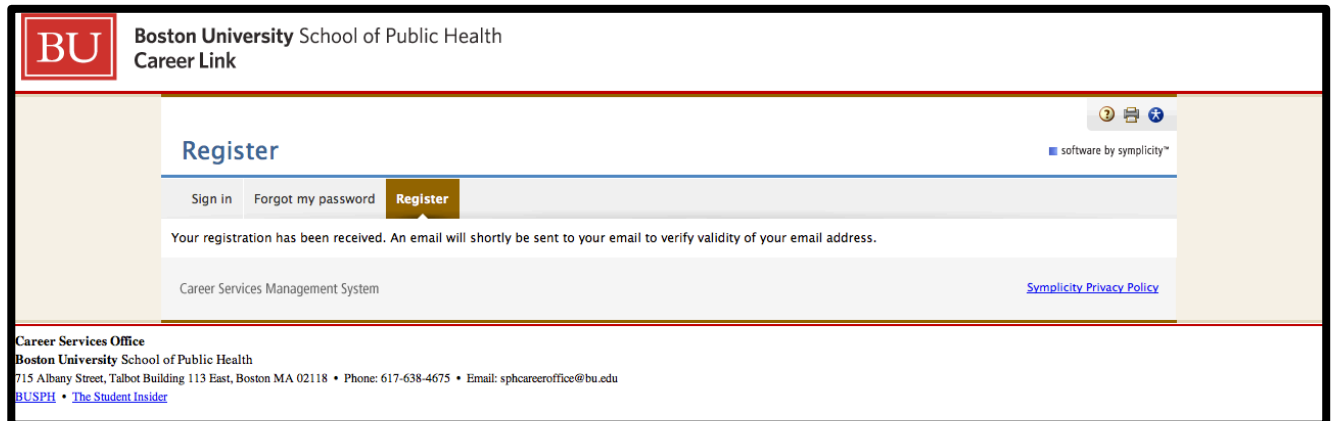


The screenshot shows the "Register" page of the SPH CareerLink system. The page header includes the BU logo and "Boston University School of Public Health Career Link". The main content area is titled "Register" and features a navigation bar with "Sign in", "Forgot my password", and "Register" (the active tab). Below the navigation bar is the "Student Registration" form. The form includes the following fields: "Alumnus(a):" with radio buttons for "Yes" and "No"; "BU ID:" with a text input field; "Salutation:" with a dropdown menu showing "Mr, Ms." and a text input field; "First:" with a text input field; "MI:" with a text input field; "Last:" with a text input field; "Nickname:" with a text input field; and "BU Email:" with a text input field and a note: "Enter a valid BU alumnus(a) email. To get a BU Alumni email address visit the alumni website at www.bu.edu/alumni." A red asterisk indicates a required field. The page also includes a "software by symlicity" logo in the top right corner.

B) When you have completed the form click "Submit" at the end of the page.

STEP 3: WAIT FOR CONFIRMATION

Your registration has been sent to the Career Services Office for approval. After your account has been verified they will email you your username and password.



STEP 4: GET STARTED GUIDE

Once the Career Services Office has approved your account please see the [Getting Started: Complete Your Profile and Upload Your Resume](#) guide to for next steps.

The verification process may take a few days. If your account has not been approved in seven business days please email sphcareeroffice@bu.edu.