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 saving jobs and employers as favorites.

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

You may bookmark this page in your web browser.

**STEP 2: LOG IN**

Log in to your account.

- If you forgot your password, please use the “Forgot Password” option to have the password emailed to you.
- Your username should be your email. If it is not working please contact the SPH Career Services Office.
- If you do not have an account (this might be the case if you are an alumni; unlikely if you are a student), please register for an account.

**STEP 3: JOBS**

From the homepage, select the “Jobs” tab in the menu/navigation bar.
STEP 4: SEARCH OPPORTUNITIES
To learn how to search for opportunities please see the *Search for Jobs and Set Up Email Alerts for New Jobs* guide.

STEP 5: ADDING JOBS TO FAVORITES
Say that you really like a job, but you are not ready to apply yet. You can save that job to your “Favorites” folder.
You can do this by clicking on the “star” next to it.

Clicking on the star will make the star yellow:

The job will now show up in your “Favorites” tab.
The jobs you select as “Favorites” will also show up on your homepage.

STEP 6: FAVORITE EMPLOYERS
You can also select favorite employers. Go to the “Employers” tab.

Here you will find a list of all employers who have posted jobs on SPH CareerLink.
Please note that although these employers have posted jobs this does not necessarily mean that they currently have active postings on SPH CareerLink.

Just like with jobs, you can search for employers.
Once you have found an employer you like, you can star the employer to make it a favorite.

The employers you star will show up in your employer profiles “Favorite Employers” tab.

They will also appear on your homepage.

If your favorite employers post jobs you will be notified on your homepage!