How to Use an Aztec Career Connection Faculty Account

Step 1: Log In
Go to https://sdsu-csm.symplicity.com/faculty/
Log into your Aztec Career Connection Faculty Account

Step 2: Complete Your Profile
You will be prompted to enter in your information to complete your profile (college, department, etc.)

Step 3: Change Your Password
You will be prompted to enter your old password (your redid) and set your new password

Step 4: Go to Job & Internship Postings
Go to the Jobs tab at the top and click on Aztec Career Connection to see postings
How to Use an Aztec Career Connection Faculty Account

Step 5: Search Job & Internship Postings
To search job postings, you can enter company names, types of jobs, etc. in the Keyterms box.

Step 6: Recommend Job & Internship
Click the box to the left of the job posting and then click Recommend to Students with thumbs up icon

Step 7: Select Students to Send Recommendation To
Select the group of students (level and major) at the top or select individual students at the bottom to send the recommendation to.

Step 8: Review and Send Recommendation
Review by clicking on green Continue box and Send Recommend Jobs by clicking green Continue box.