

Lobo Career Connection Student User Guide

Logging In

Accessing Lobo Career Connection is as easy as 1...2...3.

1. Go to <https://unm-csm.symplicity.com/students/>.
2. Enter your UNM NetID and your NetID password.
3. Fill in your profile information.

The homepage shows shortcuts, important announcements and a calendar. The calendar will highlight dates with important events. Navigate through the site by clicking on the tabs at the top of the page. Need help while navigating through the system? View the video tutorials or click the help button.

NOTE: If you get stuck on any one screen, remember to click the BACK icon (NOT the back button on your browser).

Profile Tab

Build a personal profile and update your information, including your email address, academic information, privacy settings and passwords. You may also review your activity on the site by clicking “Activity Summary”.

Documents Tab

You may upload new documents including resumes, cover letters and unofficial transcripts by clicking on the documents tab. Click on “Add New” to upload a document. Once uploaded, a document will have a “Make Default” option - this designates a main resume that will be the first option when applying to employers.

NOTE: You must upload a resume to apply for jobs.

Jobs and Internships Tab

View job postings in the Jobs and Internships tab. By clicking the Jobs and Internships tab, you have the option of viewing and searching jobs in Lobo Career Connection or searching for jobs in the NACELink national database. For job postings in Lobo Career Connection, you may look at the jobs listed or search for a specific job. Click on the job title to view details including interview schedules. You may apply for jobs (if you have a resume uploaded) by clicking “Submit” under Application Status.

Employers Tab

View information about employers by clicking on the Employers tab. To find a specific employer, click on the A-Z buttons, or enter in a keyword search. To view an employer description and positions available, click on any underlined employer.

Events Tab

View dates of upcoming career fairs and information sessions by clicking on the Events tab.

Calendar Tab

You may view important dates in the Calendar tab. Events added by Career Services and employers can be seen, and by clicking on the “Personal Events” tab, you may add your own events to the calendar.

Questions? Contact Anderson Career Services at 277-8441 or rogers@mgt.unm.edu. You may also contact UNM Career Services at 277-2531.