**Ranken Connection Directions**

[**https://ranken-csm.symplicity.com/students/**](https://ranken-csm.symplicity.com/students/)

You may also access the site through **insideranken.org**

or go to [**www.ranken.edu**](http://www.ranken.edu) – Current Students - Student Services and Resources – Under *Related Link*s select “Career Services*” ( Alumni go to the “Alumni” link and select “job placement assistance”)*

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**Directions:**

1. Go to right side to “Sign Up” or “Sign in” if you already have an account
2. Fill out your profile information *(Check your email for confirmation link. You will also receive a link to set your password )*

*Helpul hints – Select “yes” to authorize Instructors to give references*

 *Select “yes” to receive email notifications of job opportunities.*

 *Select “yes” to have resume put in “resume book” for employers to view.*

 *On the home page under the School Announcements are also jobs recommended for you (based on your major*)

1. Go to the left maroon section and select “the “Jobs” tab.

 *Helpful hints - Nacelink Network are jobs posted Nationally.*

1. Go to “Advanced search” to the right
2. Go to the “Add” button to select your major(s)
3. Select “No” for your major(s) only and “Yes” to include job for “all majors”

**To Upload your resume**

Go to the “documents” on the left maroon colored section

*Select “Opt in books” if you wish employers to have access on their own to your resume*

**To apply for jobs**

 Go to the top right of the job posting and hit “apply”

*If you have any questions, please contact Janie Summers, Career Services Director at careerservices@ranken.edu or call (314) 286-3665.*