5 Steps to Creating a Career Navigator Account

1. Go to: www.unr.edu/business/soc

2. Click on: FIND A JOB

3. Then select: New Users Register Here

4. Input your UNR NetID and password
   If you are not sure what your NetID is, please select the "UNR NetID Help" link.

5. Fill out the registration form and select submit. Career Navigator will send you an email asking you to verify your email address. Once you have verified your email address, you will receive an email with your account Username and Password.

For More Information, contact
Career Connections, Student Outreach Center
University of Nevada, Reno
Phone: (775) 682-9147
businesscareers@unr.edu
Creating a Job Search Agent

1. Log on to your Career Navigator account: www.reno-csm.symplicity.com/students

2. Click on: Search Jobs & Internships

3. Then select: Advanced Search

4. Fill out your job search criteria; for example, your desired major or job function. Then, select search.

5. Now, select “Saved Searches” at the top-right.

6. • Choose relevant title
   • Determine email notification frequency
   • Filter for latest job postings only by clicking “yes”

Now the Job Search Agent does the work for you! You will receive email notifications when exciting job opportunities matching your search criteria are posted on Career Navigator.