

# Getting Started on TRL

(Includes: logging in, changing your password, completing your profile, and uploading your resume.)

**I. REGISTER FOR A NEW ACCOUNT:** If you haven't already opened a new TRL account, you can do so at [www.auburn.edu/career](http://www.auburn.edu/career). You can also access TRL on the Career Services Job Central page at [www.jobs.auburn.edu](http://www.jobs.auburn.edu).

Note: The password you'll need to register for a new account is **findajob**.

## **II. LOGGING IN YOUR EXISTING ACCOUNT:**

1. Log in here <https://auburn-csm.symplicity.com/students> using your email address as your Username and the Password provided in your email confirmation. (You will not be able to log in using the registration password. You'll need to use the system-generated password emailed to you after you initially registered.)

2. You are now looking at the TRL home page. Notice the **Announcements** on the left, the **Quick Links** in the center, and the **Alerts** below the links. Please see the Overview (section VI) for more information on these sections.

**III. CHANGING YOUR PASSWORD:** The first thing you should do is change your password to something easy for you to remember.

1. Click on the **Profile** menu

2. Click on the **Change Password** tab. Enter your initial password sent by the system (the one you logged in with) as your old password. Enter and confirm what you want your new password to be. Click on the **Change** button on the far right bottom of the screen. You'll be taken back to the TRL home page.

**\*\*An important note about your password:** All passwords are encrypted and therefore *not viewable in the system*. Please choose a password you will remember and/or write it down somewhere because you won't be able to view it from your account. Our office also will **NOT** be able to tell you what your password is. If you forget your password, you'll need to click on the "Forgot my Password" tab on the TRL login page to have your password reset and emailed to you.

## **IV. COMPLETING YOUR PROFILE:**

1. Click on the **Profile** menu.

2. Complete/edit the fields in each of the three tabs: **Personal Information**, **Academic Information**, and **Privacy**. (*We recommend leaving the Privacy page as is.*) Be sure to click the **Save Changes** button at the bottom of each page. If you click on the *Next* link at the bottom right of the screen, you'll go to the Documents menu.

## **V. UPLOADING YOUR RESUME:**

1. Click on the **Resumes/Documents** menu if you're not already on that page and click on the **Add New** button.

2. The **Label** is the title or name of your resume. Choose the correct **Document Type**. **Browse** to find your document file. Click **Submit** to upload your document. The upload process may take several minutes. When the process is finished, you'll see **ready** under the Status column on the Documents home page. If you have more than one document to upload, just repeat the process. In the **View** column you should see that you also have a .pdf version of your resume.

***\*Resume Approval Policy\**** - *Please note that the first resume you upload to your TRL account will be put on the Pending page under Documents until a Career Services staff person reviews it. If it is approved, you will receive an email confirming that. If they see some mistakes or improvements that can be made, they may decline your resume and email you with their suggestions. Once you have*

*made the corrections, upload it again so it can be reviewed again. If you prefer to get face-to-face help, stop by Career Services any time in 303 Martin Hall.*

**3. Default Resume:** If you upload more than one resume (you can have up to 10 different documents), you'll need to make sure the correct resume is your default resume. The **Document Title** is in bold on the current default. Click the **Make Default** button to change your default resume.

**4. Transcript:** You may also upload a copy of your transcript to your TRL account. Open your transcript online (in AU Access) and save a copy as a text file, a Word document, or a .PDF file. You can then upload that document into TRL just as you did your resume.

## **VI. SYSTEM OVERVIEW – JUST THE BASICS:**

### **1. Home Page Highlights:**

- A. Announcements:** Regularly check here for important announcements from Career Services.
- B. Quick Links:** You'll find direct links to the pages you'll probably be using the most.
- C. Alerts:** These are time-sensitive reminders critical to your successful use of the system.
- D. Calendar:** View your scheduled activities including interviews, events, etc. by date.
- E. Feedback:** Your feedback is encouraged so we'll know how we can better serve you.

### **2. Your Menu Choices:**

- A. Profile:** Your personal and academic information.
- B. Resumes/Documents:** Where you upload your resumes, cover letters, and/or transcripts.
- C. Jobs:** Where you search for both On-Campus Recruiting jobs and Non-Recruiting jobs.
- D. Employers:** All employer information. You can even make your own list of your favorites.
- E. Interviews:** View interview requests, sign up for interviews, and view scheduled interviews.
- F. Events:** View upcoming events such as Career Expo and Employer Information Sessions.
- G. Calendar:** Use this as your personal online calendar to record your interviews, events, etc.

*\*Detailed instructions are available for using the Jobs menu and setting up on-campus interviews at [www.auburn.edu/career](http://www.auburn.edu/career).*

*If you have any questions, contact:*

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