

## How To Register for An Account in The Cougar CLAW:

1. Go to <https://lccc-csm.symplicity.com/students/>
2. Click on the ‘Sign Up’ button on the right and complete the form. Start by listing your Student ID number which begins with a capital L followed by 8 digits.
3. Fill in fields marked with a red asterisk \* including a professional email address you use frequently
4. Select ‘Yes’ to receive email notifications & ‘Yes’ to have your resume included in the Resume Book for employers to view; complete the ‘I’m not a robot’ section then click ‘Submit’
5. An email from ‘careerservices’ containing a link will immediately be sent to the address you listed. Within 24 hours of receiving the email, click on the link provided to verify your email address.
6. **After you have verified your email address, a second email from ‘careerservices’ will be sent to you usually within a business day which provides directions on how to set up a password. This email is only valid for 24 hours.**
7. You now have an account in The Cougar CLAW

## The Cougar CLAW Job Search Directions:

Login using your username (student ID/L #) and password and click on ‘Student/Alumni Sign In’

### To Search All Jobs:

- Click on Jobs, then click on the ‘Search’ button to view all job listings
- To customize your search, under the Keywords search box choose from Position Type, Industry, Job Function, or More Filters
- If you know the Job ID number, type the number in the Keywords search box
- To view the job description and how to apply, click the job title

### To Search for On-Campus Employment Jobs:

- Under the Keywords search box, click on ‘Position Type’ then select ‘On-Campus Employment’

## Upload your Résumé to be Reviewed by LCCC’s Career Development Center:

1. From the CLAW homepage select the “Add a Resume” button
2. Click the ‘Add New’ button
3. Label your resume a Professional Name (example: JDoe Customer Service Resume)
4. Choose Document Type from the selections provided
5. Click ‘Choose File’, select your document and click ‘Open’ *Under “Student Notes” you may include any information you would like to share with the Career Development Staff.*
6. Click ‘Submit’ for your résumé to be reviewed by an LCCC Career Consultant. You will receive an email at the address associated with your account to let you know if your resume is APPROVED or UNAPPROVED and needs additional work.

### To Locate Previously Uploaded Documents And Notes You Received:

- Click your first and last name initials circle button in the top right corner and select “My Documents”. Here you will find all uploaded documents both unapproved & approved versions.
- **To view notes you received:** Click on the name of the document and scroll to the “Document Review Information” section