

Alumni

SHIP Career Connection Guide Sheet



All Alumni are eligible to use the SHIP Career Connection online job board. You must complete the following registration process first.

REGISTRATION INSTRUCTIONS

- Step 1: Go to <https://shippensburg-csm.symplicity.com/students> or click on www.ship.edu/alumni and follow the prompts through the Alumni Career Services button on the left.
- Step 2: Click “Alumni registration” on the right side of the page to register for a new ALUMNI account.
- Step 3: Create a unique Username (you don’t need to know your “student id”. Simply create a username)
- Step 4: Enter the Temporary Password: **SHIPCC**
- Step 5: Click “Go”
- Step 6: Complete the registration information- leave “School Address” information fields blank.
- Step 7: You will receive an automated message “Thank you for your interest. Your registration has been received and someone will contact you shortly regarding this registration”
- Step 8: Once your registration is reviewed and approved (please allow 48 hours), you will receive an automatic email with your username and a prompt to reset your password.
- Step 9: Click on the link in the email to reset your password. (Note: this link will expire in 24 hours)
- Step 10: Set a new password and confirm. Click Save.
- Step 11: Start using the system.

USING SHIP CAREER CONNECTION YOU CAN:

1. Search for postings for SHIP Alumni

Through SHIP Career Connection you can search jobs that are posted by SHIPPENSBURG UNIVERSITY or you can search the extended network of jobs that are posted by sister schools, etc. You can select “favorite” employers and contacts to have available quickly.

2. Post your resume and other job-related document.

Always be sure to get a résumé critique before submitting it to employers. Email your résumé to alumni@ship.edu for a critique.

3. Access the document library for helpful resources.

These resources will aid you in your job search process. Resume samples for experienced professionals- those with at least one year of experience, can be found on the alumni website at www.ship.edu/alumni and click on Alumni Career Services.

4. Connect with other alumni and mentors through professional networking.

Additional user guide information can be found in the document library.

ADDITIONAL ASSISTANCE

For additional assistance or if you forgot your username or password, please contact the University Relations Office/ Alumni Career Services at 717-477-1218 or alumni@ship.edu
