SHIP Career Connection
Mentoring Network
Instructions for Alumni Interested in Becoming a Career Mentor

Steps for alumni not already registered in SHIP Career Connection:
Step 1: Go to: https://shippensburg-csm.symplicity.com/mentors/
Step 2: Email Address: enter an email address to get started with a new account
Step 3: Alumni? Select “Yes” and Click “Submit”
Step 4: Create a unique Username (you don’t need to know your “student id”. Simply create a username)
Step 5: Enter the Temporary Password: SHIPCC (all caps) and click “Go”
Step 6: Complete the registration information as well as the Mentoring Profile information. (Note: The more complete your profile is, the better you will be matched up with mentees)
  - Click “Yes” to make your profile Active
  - Indicate how many students can express interest (this is the number of students you are willing to connect with/mentor within a given time frame: 30-90-180 days).
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.
Step 11: Complete any additional information
Step 12: Make your professional network active - Click “My Profile”
Step 13: Click “switch to Tab View”
Step 14: Click “Professional Network”
Step 15: Click “Yes” to “Make my professional network active”

Steps for alumni that already have an existing SHIP Career Connection Account:
Step 1: Go to: https://shippensburg-csm.symplicity.com/mentors/
Step 2: Email Address: enter the email address you used to sign up for your SHIP Career Connection Account to get started with a new mentoring network account
Step 3: Alumni?: Select “Yes” and Click “Submit”
Step 4: This will take you to your Login page: Type in current User name/ID and password
Step 5: Once in SHIP Career Connection: Click “My Profile” tab at the top of the page
Step 6: Click “Professional Network”
Step 7: Update information as needed
Step 8: Make your professional network active- Click “My Profile”
Step 9: Click “switch to Tab View”
Step 10: Click “Professional Network”
Step 11: Click “Yes” to “Make my professional network active”

Additional Mentoring Information: As students/alumni start seeking mentors, their names will be listed at the right side of the screen. You will also be contacted via the preferred method of contact you selected.