

### Employer Instructions for EAGLElink

---

- 1) Go to the address: <https://winthrop-csm.symlicity.com/employers/>

*If you are a new user & have a position to post:*

- 1) Choose Register & Post Local Job on the right side of the page
- 2) Complete the registration form (be sure to create a password so you can log in easily next time!)
- 3) Press Submit
- 4) Complete the form regarding your open position (you can edit details later if necessary)

*If you are a new user and are not ready to post a position:*

- 1) Choose Register on the right side of the log in page
- 2) Complete the registration form
- 3) An email will be sent to you with a system generated password within 24 hours
- 4) If you need immediate access to the system, please call 803/323.2141 for assistance

### Passwords

---

*If you wish to change your password once you have received your system generated password:*

- 1) Log in to your account by signing in with your username (email address) and password on the left side
- 2) Click on the "account" tab
- 3) Click on "password/preferences" tab
- 4) Enter in your new password
- 5) Retype your new password & Press Submit

*If you are a returning user but forgot your password:*

- 1) Go to <https://winthrop-csm.symlicity.com/employers/>
- 2) Choose "Forgot my Password" from the top grey bar or under the log in area
- 3) Enter your username (this is your email address you used to register on the system)
- 4) A system generated email will be sent to you via email
- 5) If you need immediate assistance to change your password, call 803/323.2141

### Post an Opportunity

---

*To post jobs, internships, or information for students and alumni*

- 1) Go to <http://winthrop-csm.symlicity.com/employers>
- 2) Enter your username (email) & password (case sensitive) & press submit
- 3) Click "jobs" on the top menu bar
- 4) Click on "add new" button on the next screen page (at bottom)
- 5) Enter your job and or internship and click SUBMIT!

### Additional EAGLElink Services

---

Your account allows you to participate in other employer services such as information tables or event registration for a career fair. Once you are logged in you will see "Shortcuts" on the right side of the page. You can also select options from the top menu bar of your home page. After posting a job, you can view your applicants, view other job postings, view other NACElink employers, review & register for upcoming events, etc.

**If at any point during this process you have any questions concerning registration or the use of EagleLink do not hesitate to call the Center for Career and Civic Engagement at 803-323-2141 and we will be happy to assist you.**