**STEP 1: Log In**

Go to [https://sdsu-csm.symplicity.com/students/](https://sdsu-csm.symplicity.com/students/)

Log into your Aztec Career Connection Student Account.

If it is your first time logging in, use your RedID as the password. If you have logged in before but do not remember your password, click Forgot Password.

**STEP 2: Go to Job and Internship Postings**

Go to the Jobs & Internships tab at the top and click on Aztec Career Connection to see available postings.

**STEP 3: Search Internship Job Postings**

To search job postings, you can enter company names, types of jobs, etc. in the Keywords box.

**STEP 4: Search Tips for Internship & Job Postings**

You can also search by Position Type and Sort By Date Posted (position in order of most recently posted) under “Advanced Search.”
**STEP 5: Review Internship & Job Postings**

Click Search to view a list of internship and job postings. If you do not qualify for the position, the posting will say this in red under the title. To see why you don't qualify, click the position title. Make sure your profile is accurate and up to date.

**STEP 6: See the Position Details**

Click on the Position Title or More at the end of the description to view the entire posting.

**STEP 7: Apply to the Internship/ Job Position**

Click Apply and attach your resume. Select your resume or click Add New to upload. Click Submit to send your resume and apply*.

*Students must have a resume on file to complete this step.
To upload your resume, go to the Documents tab at the top > Documents > + Add New.

**STEP 8: Confirmation**

The Apply button will turn green and say Applied when you successfully applied for the position. To continue your search, see Step 1.