

# Student Instructions for NLCN Consortia

GETTING STARTED		
<p><b>LOGIN TO NITTANY LION CAREER NETWORK (NLCN)</b>  <a href="https://shibboleth.symplicity.com/sso">https://shibboleth.symplicity.com/sso</a></p> <p><b>ENTER/UPDATE YOUR PROFILE</b>            Select the <b>Profile</b> option from the menu at the top of your NLCN web page. Select both the <b>Personal Information</b> and <b>Academic Information</b> tabs to review/update your contact and your academic information as well as your career preferences.</p>	<p><b>DOCUMENTS</b></p> <p>Select the <b>Documents</b> option. Click on <b>Add New</b>. Find and attach a document as instructed.</p> <p>You can upload as many as 10 different documents – resumes, cover letters, and transcripts only (you can obtain an electronic version of your Transcript from the Registrar’s office at <a href="http://www.registrar.psu.edu">www.registrar.psu.edu</a>).</p> <p>If you choose to upload more than one resume, click on <i>Make Default</i> to select your default (primary) resume.</p> <hr/> <p style="text-align: center;"><b>Remember to save all your changes!</b></p>	
NON-OCI JOB POSTINGS	CAREER FAIRS @ University Park	THINGS TO KNOW
<p>Click on <i>Jobs &amp; On-Campus Interview Postings</i> on the main menu bar.</p> <p>Select <i>All Job Listings (Non-OCI)</i> in the <i>Show Me</i> drop-down list. Search and view jobs as described above.</p> <p>To apply for a position for which you are qualified, select a resume in the <i>Application Status</i> box (on right) or apply as otherwise instructed.</p> <p>Click on <i>Submit</i>.</p> <p>You can check your applications for Non-OCI jobs under the <i>Applications</i> tab.</p>	<p>View the career fair instructional and logistical information at <a href="http://www.fairs.sa.psu.edu">www.fairs.sa.psu.edu</a>.</p> <p>To get a list of employers, click on <i>Events</i> on the main menu bar.</p> <p>Select the <i>UP Career Fairs</i> tab.</p> <p>Click on the name of the event you wish to review.</p> <p>Click on an employer name to review the organization profile.</p> <p>To submit a resume for employers to view, click on the yellow <i>Go</i> button. Select a resume from the drop-down list (we recommend your primary resume). Check off all employers of whom you have interest and click on <i>Submit</i>.</p>	<p>Use the <b>Back</b> button that is part of your system. Your browser’s back button will not work.</p> <p>If you search for jobs using the <i>All Jobs &amp; On Campus Interview Postings</i> while on the Job Postings tab, On-Campus Interviewing jobs will be denoted by an <b>O</b> in the <b>Type</b> column. All other jobs will be denoted by a <b>J</b> or an <b>L</b> in the <b>Type</b> column.</p> <p>~ <b>J</b> jobs are current openings (active)</p> <p>~ <b>L</b> jobs are leads/prospects – resume drops (anticipated openings that are not currently open)</p> <p>Look for <b>Alerts</b> on your home page for notices of activities needing attention.</p>



**Questions? Please contact:**  
 Career Services  
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