



## **Professional Development Center (PDC) VIRTUAL SERVICES:**

- 20-minute virtual One on One Career Counseling
- Virtual Career Development
- Virtual Mock Interview Preparation
- Access to CityTechConnect (Symplicity) virtual job board
  - For internships, full time, and part time employment
- Virtual Career Workshops, and Professional Development Seminars

### **To utilize these services, students should:**

- Claim their **CityTechConnect** account by emailing PDC
  - Email: [pdc@citytech.cuny.edu](mailto:pdc@citytech.cuny.edu); or
  - Your username is your EMPLID (ex. 12345678), not your EMAIL ADDRESS.
- For Students who have claimed their Account:
  - If you have forgotten your password
  - Go to: [citytech-cuny-csm.symplicity.com/students](http://citytech-cuny-csm.symplicity.com/students)
  - Click "**Forgot Password**"

For questions, please contact PDC by Email  
**[PDC@citytech.cuny.edu](mailto:PDC@citytech.cuny.edu)**

## **NAVIGATING CITYTECHCONNECT**

### **VIEW JOBS AND INTERNSHIPS**

1. Log-in. Click "**Jobs/Internships**" on the side tool bar. Then click on any category listed below "**Jobs/Internships.**"
2. Use the filters to look for specific employers, types of jobs, or types of internships.

### **MAKE A VIRTUAL APPOINTMENT**

1. Log-in. Click on "Counseling & Calendar" on the side tool bar and then click "**Career Counseling Appointment.**"
2. Click on "**REQUEST NEW APPOINTMENT**" where you can select the type of appointment you are requesting and click "**Check Availability.**"
3. Available appointments will then appear on the right side of your screen.

*If no dates appear, there are no appointments available.*

### **TIPS FOR STUDENTS**

1. Update your CityTechConnect Profile (add skills, projects, and experience) and publish when you are ready to share.
2. Login to CityTechConnect often to view the latest job postings, internship posts, and virtual sessions PDC will be hosting.

