



## Instructions for Accessing PepPro

**PepPro is the ultimate resource for career guidance and support. This exciting resource is free to all education and psychology students and alumni!**

- **For your PepPro Username and Password:**  
Students and Alumni

To create a PepPro account:

1. Visit the following website:  
<https://gsep-pepperdine-csm.symlicity.com/students/>
2. Click on the “Register” tab  
For questions or assistance, contact Career Services:  
[gsep.careerservices@pepperdine.edu](mailto:gsep.careerservices@pepperdine.edu) or 310-568-5666

\* You will need your Student ID number to create a new account and log in to PepPro. This 9 digit number can be found on your Pepperdine Student ID card or on Wavenet in the upper left hand corner. If your Student ID number is 8 digits, please add a zero in FRONT. If you do not know your Student ID number, please contact Career Services.

- **How to Create a Profile:**

1. Log in to your PepPro account. Click on the “profile” tab at the top left corner. Fill out the necessary fields – name, email, address, gender, campus, etc.
2. If you want to go back please use the **PepPro “Back” button** instead of your browser’s back button.
3. Click on “save” changes and continue.
4. Fill out academic information – date of graduation, degree, etc.
5. Under the “profile” tab, you can change and review your privacy settings, password settings, and activity summary.

- **How to Upload Documents:**

1. Click on the “documents” tab. Scroll to the bottom of the page. Add a label, select document type, and upload the documents saved on your computer.
2. **Important:** Please note that the first resume you upload to PepPro will need to be approved by Career Services. This approval must be completed before you can apply to any job positions. Please allow 48 hours for resume approvals. **Also note:** not all resumes will be approved and you may need some revisions before approval. Please allow adequate time for the resume approval process and applying for positions.
3. During peak times, your documents submitted for PDF document conversion may take up to one hour. You may bypass the PDF conversion process and apply to jobs by directly uploading a PDF version of the document. This can be done using one of the many PDF creation tools that are freely available (i.e. PrimoPDF, CutePDF, etc). If you are using a recent Mac OS X version, printing the document as a PDF file is part of your print system capabilities. Deleting the document and re-uploading will only delay your process.

- **Searching for Jobs:**

1. Click on the “job postings” tab. Pick Either [Jobs for GSEP Students and Alumni](#) for the jobs posted specifically for Pepperdine students or [NACELink Extended Job Search](#). NACELink jobs are those offered to students from different universities all around the United States.
2. If searching for student employment or a practicum site, choose [Jobs for GSEP Students and Alumni](#). Under Position Type, select “[Student Employment, GSEP Assistantships \(On-Campus ONLY\)](#)” or “[MFT, Practicum Sites \(Pepperdine Approved Sites ONLY\)](#)”.
3. For all other job searches, you may use keywords, position type, industry, etc. You may also want to search by school affiliation.
4. Under the “job postings” tab – you can save your favorite jobs and do an advanced search for a more specific type of job.
5. PepPro can notify you via email if there are any new job postings matching your selected job criteria. To set this up click on the “advanced search” tab. Under “search agents” - check “save” as and enter a name for your job search profile. You will then want to choose your search criteria. At the bottom of the page click “submit”. Then visit the “search agents” tab and click “schedule”. Then click “yes” to enable the schedule. You can determine the frequency of the email notifications to be sent.

- **Searching for upcoming events:**

1. Click on the “events” tab to see a more comprehensive list of upcoming events hosted by Career Services.
2. Click on the “calendar” tab to see the upcoming events on a specific day, week, month and year.

For Questions please call GSEP Career Services @ 310-568-5666

Or email us [gsep.careerservices@pepperdine.edu](mailto:gsep.careerservices@pepperdine.edu)

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