How to Create a Profile in HireHendrix

1. Go to **http://hendrix-csm.symplicity.com/employers/**

2. Select the orange "Sign Up" button

3. For Industry, select ==Education/Higher Education==

4. For Organization Name, enter ==Hendrix College==

5. For Description, enter ==Hendrix College==

   (Note: Hendrix has one main account that all work-study supervisors will be listed under, so it's important to type "Hendrix College" in both of the previous two fields in order to be linked to this main account. You will get to enter your specific department or area further down the form.)

6. Leave Website blank

7. Don't worry about the Services Requested section

8. Complete the Contact Information section with your information
   - Division: this is where you can enter your specific office/area (e.g., Library or Biology Department)
   - Email: use your Hendrix email address (note: this will be your username that you will use to login to the system in the future)
   - Phone numbers: Only enter your office phone number, if you desire; there is no need to enter a cell phone or fax number

9. In the Address section, put your campus location in the Street field, and then fill out the rest of the fields with Conway, AR, 72032, United States

10. Click the orange "submit" button

Your profile will typically be approved in the system within 24-48 hours if submitted on a weekday. Once that has taken place, you will receive an email confirming your registration. This email will contain a unique link that will take you to HireHendrix to create a password and access your account for the first time. **You will need to click this link within 24 hours of receiving the email.** If you don't get the chance to use the link within 24 hours, don't worry; go to the HireHendrix login page at http://hendrix-csm.symplicity.com/employers/, click the orange "Forgot Password" link, and follow the instructions from there. Once you have created a password and confirmed your account, you will be able to start entering student worker job postings.

If you have questions about this process or need assistance, please email workstudy@hendrix.edu and the most appropriate committee member will respond.