The Source User Guide
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WHAT IS THE SOURCE?

The Source is an online platform used by the Career and Professional Development Centre (CPDC). It contains information about upcoming events and information sessions, resources for planning your career, and job and internship opportunities. Students also use The Source to book appointments and to RSVP to events.

ACCESSING THE SOURCE

To access the Source: https://law-ottawa-csm.symplicity.com/students/

LOG-IN

To log in, enter the username and password emailed to you. If for any reason, you cannot locate your password. Please use the Forgot Password function, it will generate an email to reset your password. For any issues logging in, please contact our Event Management and Communications Officer by email at v.quintanar@uottawa.ca
REGISTRATION

Your Initial Registration

1. Navigate to the account options tab by clicking on your initials on the top right of the screen or on the bottom left of the navigation bar.

2. Enter (or confirm) your student number, full name, and contact address in the required fields.

3. Enter your graduation year and year of school in the required fields in the Academic section. You must also include your anticipated month and year of graduation.

4. Save your information by clicking on the Save button. You can change or update your information at any time.
HOME

Navigating the Homepage

1. View at-a-glance features of The Source (Announcements, Quicklinks, Tools, Alerts etc.) by selecting **Home** at the top of the navigation bar on the left side of the screen.

2. Navigate to other sections by selecting the appropriate tab in the navigation bar.
PROFILE

Building a personal profile

1. Build a personal profile (contact information, change password, etc.) by selecting your initials in the top navigation bar.

2. Select the Personal Information tab to update your name and other contact information.

3. Select the Academic tab to update your year of study, program, and year of graduation.
* Please make sure your profile is up to date. The CPDC uses the profile information to limit the volume of email students receive and to contact you in the event of an urgent message requiring your attention.

Change password

1. Update system access by selecting the **Password** tab to change your password.

![Password tab screenshot](image)
Peer to Peer (P2P) Mentoring Network

1. To access the P2P mentoring network, which provides student feedback on experience with internship supervisors, click on the P2P Mentoring Network heading in the My Account section.

2. Click on the Search tab and filter your search based on location, employer, and position type. You do not need to enter anything in the search bars.
DOCUMENTS AND CAREER RESOURCES

Document Library


2. Search directly for the document you are looking for (e.g.: “Resume Guide” or “Planning your Strategy”) by entering the full title, part of the title or key words contained within the title.

3. View the document by selecting the document name in the results section below the search bar.
4. When viewing the document, the icons at the top can be used to print or download the document.

JOBS

Job Postings

1. View job postings by selecting Jobs and Internships and clicking Search in the left navigation bar.

2. Find a specific job by inputting key words such as “articling”, “summer”, “research”, or a position number into the Keyword Search box and selecting Search.

3. Review the position details by selecting the job title.
*** Note that you cannot apply for a job through The Source. You must apply in the manner specified by each individual employer. The How to Apply section of each job posting describes the application method for each job. Clicking the Apply button found at the top of the posting will lead you to this section.
Advanced job search

1. Refine the job list by selecting the More Filters function.
2. Select Locations, Position Types, etc. to run a combination search for the jobs list.
3. Run the search by clicking the Apply button at the bottom of the page.

* Please remember that you are responsible for conducting your own job search. While the search agents and job alert are great features, you should check the postings regularly.
How to create job alerts

1. Using More Filters in your advanced search allows you to create a job alert based on the criteria you selected.

2. Once you’ve applied your filters, click on Create Job Alert. That will turn the button green and you will see a number appear next to Job Alerts right above.

The Source will run your search for you, either daily, weekly or monthly according to your preference, and send you the results by email.

You can delete the job alert by clicking on the little garbage bin.
EMPLOYERS

Researching Employers

1. View information about employers by selecting Employers on the left navigation bar. Note that in this context, ‘All’ means all employers who have posted a position (i.e. paid job, volunteer position or internship) for our students in the past. It is not a complete list of all potential legal employers!

![Employers screen]

2. To search for a specific employer, input details (such as the name of a law firm, organization or location) into the keyword search field on the top, and then click Search. Consider broadening or narrowing your search depending on the number of results that your search yields.

3. View an employer profile and any positions available by selecting the employer name.

![Employer Profiles screen]
EVENTS

The CPDC, in partnership with The Faculty of Law of the University of Ottawa and employers from coast to coast, offers numerous of events and information sessions for law students. They are a great way to network, get informed and get involved.

Information Sessions

1. View upcoming information sessions by selecting Events in the left navigation bar and then selecting the Information Sessions tab.

2. View event details and RSVP for the event by selecting the desired information session name link.
Employer Events

1. Employer Events are most often open houses and networking opportunities hosted by employers. This section can be a useful tool as you research different employers. These events frequently occur during the summer months, but some opportunities arise during the academic year.

2. Search in the Keywords field for specific events, search according to the Employer Event Type (Presentation, Q & A, Open House, Evening Social) or Sort by time or employer.

3. Select the name of the event to have more information.

4. Click on RSVP once you found the event that you are looking for. For some events, it is necessary to RSVP directly to the employer rather than through The Source. Please follow RSVP instructions carefully.
SCHEDULING AN APPOINTMENT

1. Click on the Appointments tab.

2. Click on the Request New Appointment button in red.
3. Start by choosing an initial filter from the choices on the left. The filters are: **Type of appointment** (resume/cover letter review, mock interview, etc.), **Date Range**, **Time Range**, **Counselor(s)**, and **Days of the Week**.

4. Once your search is narrowed, click on **Check Availability**.

5. If the message **No appointment found** appears, try using different filters.

6. If a list of appointments appears, **select the one** you would like to attend.

7. Click **Submit request**.

8. You will receive a confirmation email which contains the link for attending your virtual appointment by email one (1) day prior to your selected confirmed appointment.