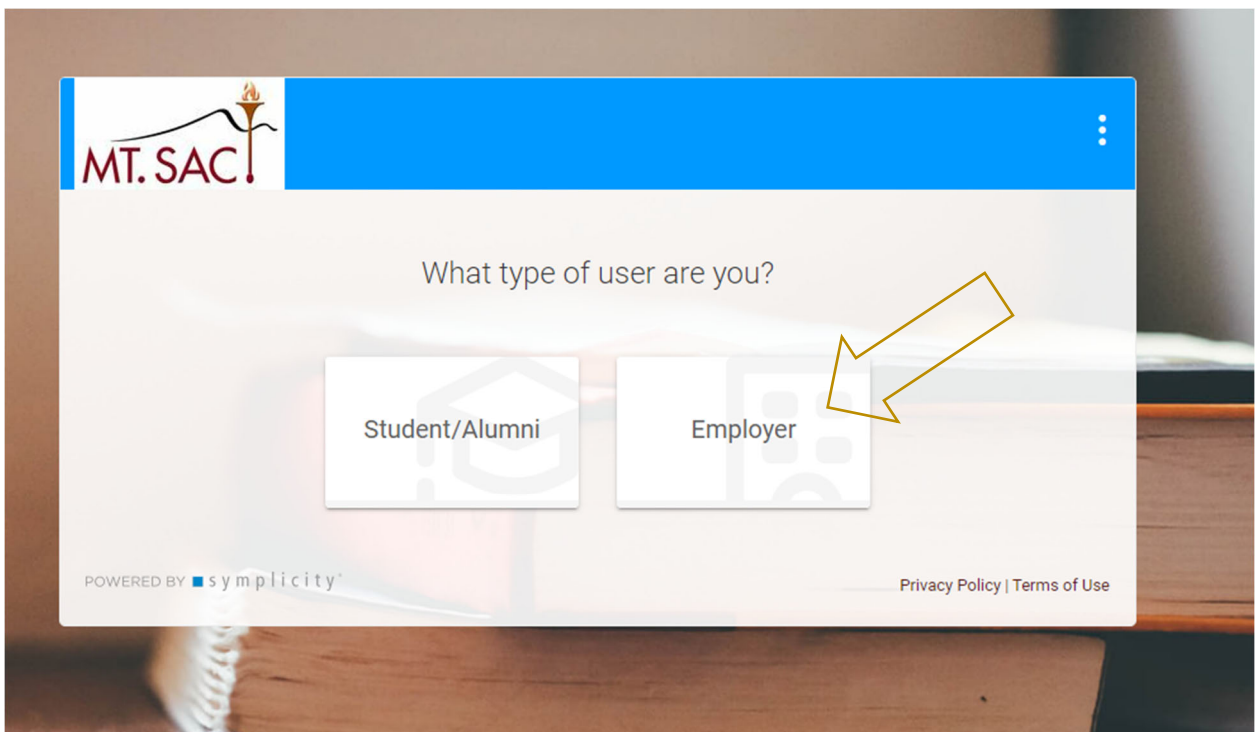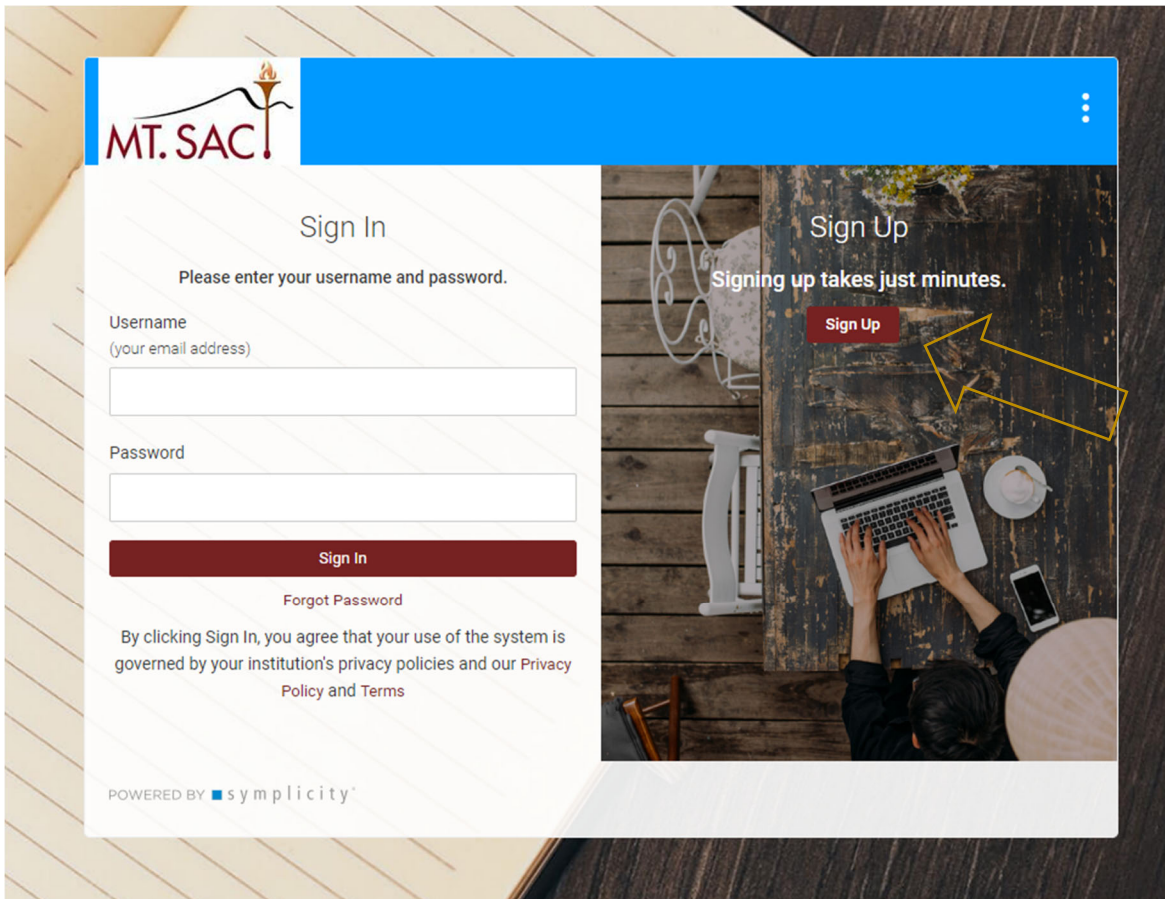# How to create a Mountie CareerSource (MCS) account (for employers)

Mountie CareerSource (MCS) is the website where employers can post jobs and students can look for Federal Work Study (FWS) positions. This guide will show you how to create your MCS account.

1. **Go to https://mtsac-csm.symplicity.com/**
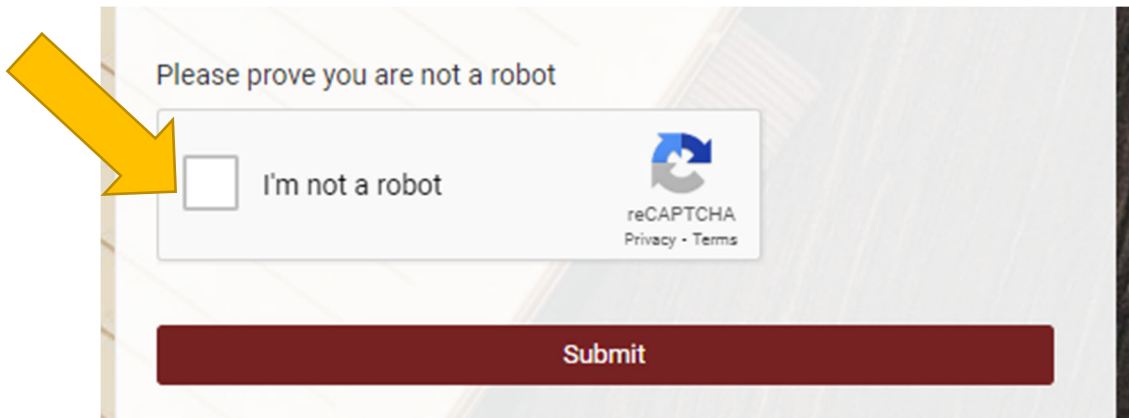
2. **Click on Employer**

3. Click on Sign Up
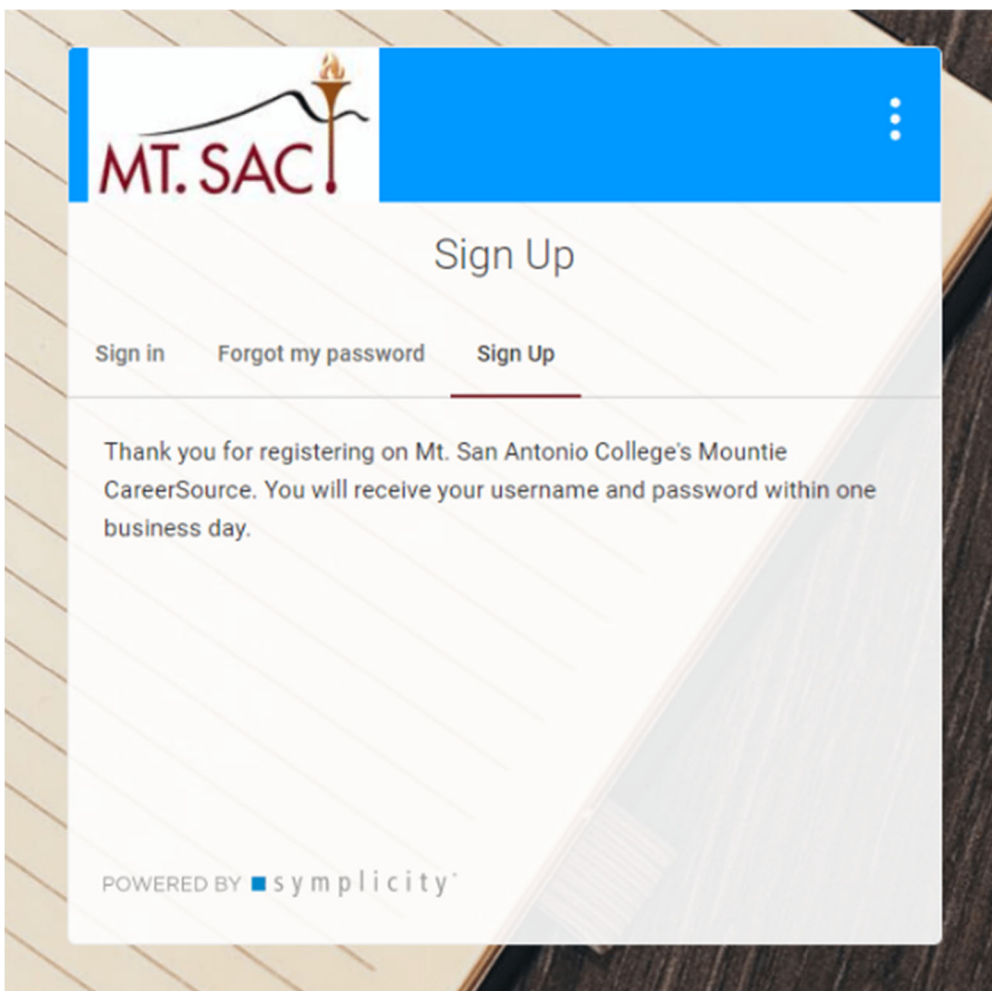

4. Fill out the form
   a. Industry: Education
   b. Organization: Mt. SAC - (Department)
       i. Example: Mt. SAC - Career Center
   c. Description: Enter a brief description of your organization
   d. Type of Organization: Educational Institution
   e. Number of Employees
   f. Website
   g. Company Logo
   h. Services Requested: Leave all checked
   i. Contact Information
   j. Check the box: I am not a robot
   k. Click Submit

5. Be on the lookout for an email (email will arrive in 1 business day) that includes your username and password information.

6. Set your password

Welcome to Mt. San Antonio College's Mountie CareerSource

M mtsac-csm@symplicity.com
To: Martinez, Cristina

Tue 6/28/2022 12:55 PM

EXTERNAL SENDER - Exercise caution with requests, links, and attachments.

Jun 28, 2022, 12:55 PM
Mt. SAC - Career Services

Dear Cristina Martinez,

I am pleased to inform you that your registration for Mt. San Antonio College's Mountie CareerSource has been processed and your account is now active. Please note that posting jobs and internships is a FREE service!

Please point your web browser to:

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac-csm.symplicity.com%2F%2Femployers&data=05%7C01%7Ccmartinez294%40mtsac.edu%7Cbe23ee84fd92483b579e08da59401d63%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637920429143901665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=cVrKS%2BfNlr8SwrH8P%2FO3d8kOuhg3e6JiF44UFpvJ044%3D&reserved=0

Your username and password are as follows:

Username: cmartinez294@mtsac.edu
Password: Please set your password using the following URL:

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac-csm.symplicity.com%2F%2Femployers%2Findex.php%3Ftype%3Dpassword%26token%3D71b5f1abf3d42f5706a72c9d80ad97ce&data=05%7C01%7Ccmartinez294%40mtsac.edu%7Cbe23ee84fd92483b579e08da59401d63%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637920429143901665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=S7OBF5PpgQOIUaC4gAeM78GPc0yUgAwIuC7ok6fcgno%3D&reserved=0

With your account, you can post jobs and internships to our students and alumni by following the instructions below:

1-Go to https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmtsac-csm.symplicity.com%2F%2Femployers&data=05%7C01%7Ccmartinez294%40mtsac.edu%7Cbe23ee84fd92483b579e08da59401d63%7Ccc4d4bf20a9e4240aedea7d1d688f935%7C0%7C0%7C637920429143901665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=p2YEf0mrP67TI2rEbf0ytE0OImMoBNP69Ca6WnR4XD0%3D&reserved=0
2-Enter your username (email) & password on (Login screen page)
3-You are now on your HOME PAGE
4-Click "jobs" on the top menu bar
5-Click on ADD NEW button on the next screen page
6-Enter your job and or internship and click SUBMIT!

7. Once you have set your password, you are all set. You have created your Mountie CareerSource account and can now start posting Federal Work Study jobs!