

How to begin using “Pro Bono” in Symplicity

1. Log into Symplicity using your username and password.
2. Click on “Profile” and then click on “Edit” by the Academic box.

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search My Account Log Out

profile

Personal [Edit](#)

Academic [Edit](#)

Laura Conlee Russell 50%

All Practice Areas Major 40%
3L, Graduating May 01, 2013

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3. Click onto the “Pro Bono” tab. Two sub tabs will show up – “Pro Bono Reporting” and “Registration.”

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Home > Profile > Pro Bono > Pro Bono Reporting

search My Account Log Out

profile

Personal Professional Privacy **Pro Bono** Change Password Activity Summary

Pro Bono Reporting Registration

Keywords Pro Bono Term

searches employer name and job title

Type Draft

Apply Search Clear

Save As Excel Items 1-1 of 1 (0 items selected) SHOW 20 per page

	Employer	Type	Job	Pro Bono Term	Total Hours	Draft
<input type="checkbox"/>	Interfaith Legal Services for Immigrants (St. Louis, MO)	Internship		Summer 2012	8.0	No

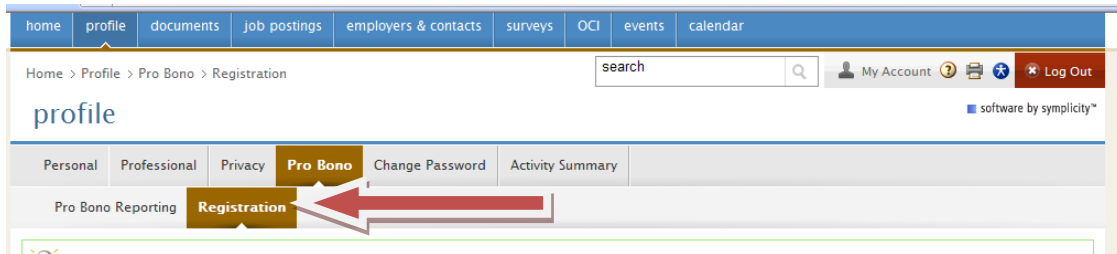
Hour Summary: 8

+ Add New Items 1-1 of 1

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How to begin using “Pro Bono” in Symplicity

4. If you have never used Pro Bono on Symplicity before you MUST select the “Registration” tab in order to begin.



5. In order to register fill out the registration form. When you are finished click “Save Changes.”

The screenshot shows the 'Pro Bono Information' registration form. The form includes the following fields and sections:

- How did you hear about our program?***: A dropdown menu with 'E-mail' selected. A red arrow points to this field.
- Which Semester would you be available for Pro Bono?***: Three checkboxes for 'Summer', 'Spring', and 'Fall', all of which are checked. A red arrow points to this section.
- Interests***: A list box containing 'Administrative/Regulatory', 'AIDS/HIV Issues', 'Alternative Dispute Resolution (ADR)', 'Animal Rights', and 'Arts/Entertainment Law'. A red arrow points to this list.
- Language Skills***: A text input field containing 'Bengali'. A red arrow points to this field.
- Skills:**: A text area with the placeholder text 'List skills here'. A red arrow points to this area.
- Relevant Backgrounds:**: A text area with the placeholder text 'Please list anything you deem relevant'. A red arrow points to this area.
- Pledge Agreement**: A section with a 'Pledge*' text block and a checked 'I agree' checkbox. A red arrow points to the checkbox.

At the bottom of the form, there are two buttons: 'Save Changes' and 'Cancel'.

6. Once you have registered you will be able to report your Pro Bono hours whenever you log into Symplicity.

How to enter in your hours using “Pro Bono” in Symplicity

1. After logging into Symplicity with your username and password, click “Profile” and then click “Edit” in the Academic box.

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Welcome, Laura Conlee Russell. search My Account Log Out

profile switch to tab view

Personal Edit

Academic Edit

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View / Edit Account Settings

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2. Then click the “Pro Bono” tab to enter into the “Pro Bono Reporting” tab. To begin entering your time select the “Add New” button at the bottom of the page.

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Home > Profile > Pro Bono > Pro Bono Reporting search My Account Log Out

profile

Personal Professional Privacy Pro Bono Change Password Activity Summary

Pro Bono Reporting Registration

Keywords Pro Bono Term

searches employer name and job title

Type Draft

Apply Search Clear

Save As Excel Items 1-1 of 1 SHOW 20 per page

	Employer	Type	Job	Pro Bono Term	Total Hours	Draft
<input type="checkbox"/>	Interfaith Legal Services for Immigrants (St. Louis, MO)	Internship		Summer 2012	8.0	No

Hour Summary: 8

+ Add New

How to enter in your hours using "Pro Bono" in Symplicity

3. Begin by filling out the Pro Bono Information.

Submit ▶ Save As Draft X Delete ◀ Back To List X Cancel Print * indicates a required field

Pro Bono Information

Type of public service*:

Was it independent, law-related public service?* Yes No **Note: ONLY 25 hours of non-law related, for-credit or for-stipend public service will count towards total pro bono hours.**

Pro Bono Term*:

Pro Bono Year*:

Organization: [choose filter] ▼ [enter name] Go ▶

New Organization: use this field if the employer does not exist in the system

4. Continue by adding your hours. NOTE: You are encouraged to add your hours in as one entry rather than entering them in day-by-day.

Information Sheet and Learning Objectives

Start Date*: Select Clear

End Date*: Select Clear

Hours*: Enter total hours for each organization in one entry. Reminder: ONLY 25 hours of non-law related, for-credit or for-stipend public service will count towards total pro bono hours.

+ Add Hours

Total Hours*: 0 Total hours will calculate automatically

Supervisor Name:

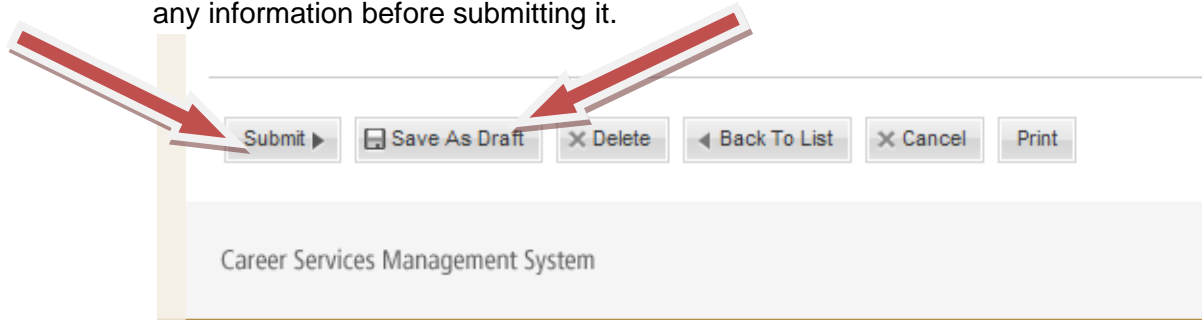
Supervisor Phone:

Supervisor Email:

How did you obtain this internship/volunteer opportunity?:

How to enter in your hours using “Pro Bono” in Symplicity

5. Once you have completed filling in your hours you can either click “Submit” to submit your hours to the CSO Office or you can click “Save as Draft” if you need to verify any information before submitting it.



6. Once you have submitted your hours the Pro Bono the Career Services Office will have an electronic record to reference.
7. If you have additional questions regarding Pro Bono in Symplicity please contact the Career Services Office at careerservices@wulaw.wustl.edu to come to our office in Suite 325.