

# **UCLA LL.M. Interview Program Symplicity User Instructions for Coordinators**

(Updated 10-31-2019)

## ***To Log on to Symplicity***

- Go to <https://law-uclallm-interview-csm.symplicity.com/manager>.
- Your university email address is your login. Go to “Forgot Password,” if you forgot your assigned password.

## ***To Approve Student Registrations (from November 1 to December 2, 2019)***

- Log on to <https://law-uclallm-interview-csm.symplicity.com/manager>.
- Click on the “New Student Registration” tab under “Pending Actions Summary” in the home screen. Or click “Students” on the left column of the home screen and select “New Student Registration.”
- Click “Law School” to sort the list alphabetically by law school and select your students accordingly. Access your student’s record by clicking on their last name. You will not be able to approve a student’s registration if there is a red “\*” under “Email Verified.” Instruct students to follow up with their email registration promptly.
- Click “Approve” if you find the student registration information accurate. A Symplicity-generated email with the student login information will be sent automatically to the email address submitted by the student. Instruct your students to log on to Symplicity to upload their resumes before the registration deadline of December 2, 2019.

## ***To View Student Documents (from November 1, 2019 to February 21, 2020)***

- Select “Students” on the left of the home screen.
- Click “Law School” to sort the list and select your students.
- Click “Documents” under a student’s record to access your student’s resume and other files submitted.

## ***To View Participating Employers, Bids and Interview Schedules (from mid-Dec. to February 21, 2020)***

- Click “OCI” on the left of the home screen.
- Select “Overview” under “OCI” to view a list of participating employers.
- Select “Schedules” to view employers’ interview slots and hiring criteria.
- Select “Bids” to see how many bids have been placed by students.
- Select “Interviews” to get a list of students’ interview schedules.
- To access the information interested, make sure to select the correct session “2020 UCLA LL.M. Interview Program” and press the “Apply Search” button.