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

To Login to Symplicity

- Go to the [UCLA LL.M. Interview Program Symplicity](#) system.
- Your university email address is your login. If you forgot your password, please email Andrea Monos at monos@law.ucla.edu and request a password reset.

To View Student Documents (from December 3, 2021 to February 25, 2022)

- Select "Students" on the left of the home screen.
- Under "Batch Options" click "Law School" to sort the list and select your student.
- Click the "Documents" tab within the student's record to access their resume and other files submitted.

To View Participating Employers, Bids and Interview Schedules (from mid-Dec. 2021 to February 25, 2022)

- Click "OCI" on the left of the home screen.
- Select "Overview" under "OCI" to view a list of participating employers.
- Select "Schedules" under "OCI" 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" from the dropdown menu at the top of the page: "2022 UCLA LL.M. Interview Program," and press the "Apply Search" button.