Registering for Pro Bono at CUA Law
1. Log into Symplicity.
2. Access the “Pro Bono” page which can be found under “My Account” in the red access panel on the left hand side.

3. Next, click on “Registration” and complete the “CUA Law Pro Bono Registration Form.”

4. Click “Save Changes” when done.

Logging Pro Bono Hours Into Symplicity
1. Navigate to the “Pro Bono Reporting” tab to submit your pro bono hours.

2. Click “Add New.”
3. Now, complete the “Pro Bono Challenge Time Sheet.” When finished, press “Submit.”

4. After pressing “Submit” select “Back to List” to return to the previous page. Please Note: You can continue to edit your “Pro Bono Challenge Time Sheet” to submit new dates and hours on a continuous basis for the same employer and project. To do this press, “Edit” on the “Pro Bono Reporting” page.

5. To submit new hours for a new pro bono employer, select “Add New” (see red button above).
1. Log into TWEN and select “Add Course.”

2. In the search box enter “Pro Bono at CUA Law” and select “+Add.”

3. Once the course has been added, select it from the “My Courses” page.
4. Here is what the Pro Bono TWEN Home page looks like:

Questions?
Email Aoife Delargy at delargy@law.edu.
Call: 202-319-6239.

5. To sign up to volunteer for a pre-approved pro bono opportunity, select “Sign up for Pro Bono Projects” on the Navigation Box on the left hand side. When you’ve chosen a project, select “Sign-Up.” The below prompt will appear confirming your sign up.