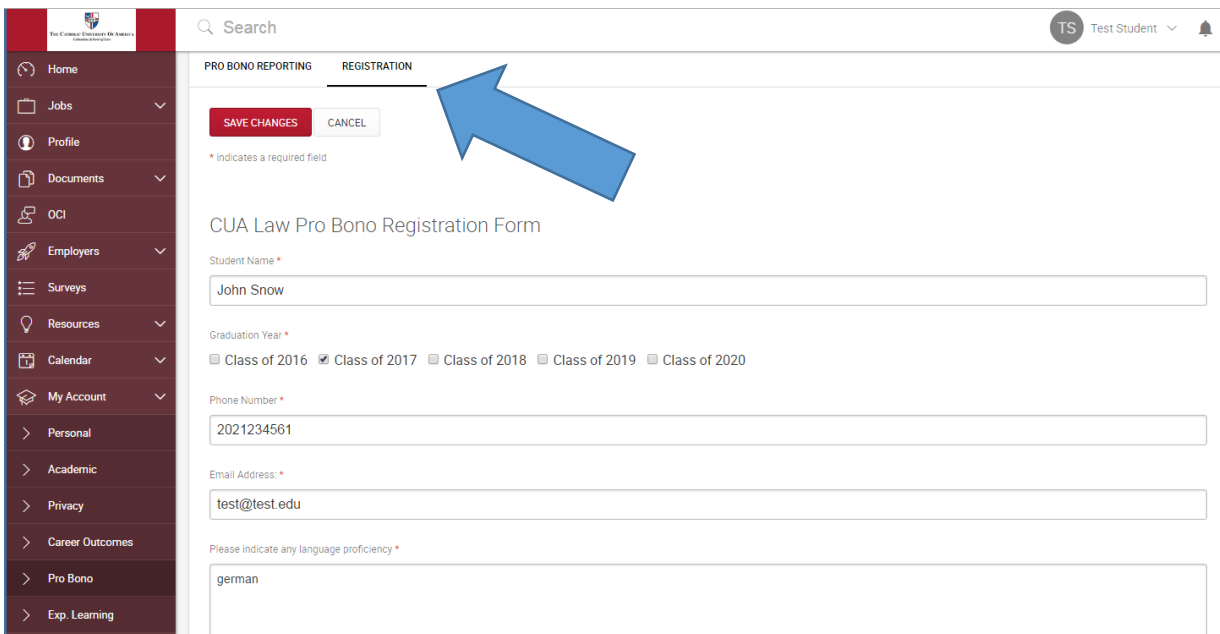


## Registering for Pro Bono at CUA Law

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.”



TS Test Student

PRO BONO REPORTING REGISTRATION

SAVE CHANGES CANCEL

\* Indicates a required field

### CUA Law Pro Bono Registration Form

Student Name \*

Graduation Year \*

Class of 2016  Class of 2017  Class of 2018  Class of 2019  Class of 2020

Phone Number \*

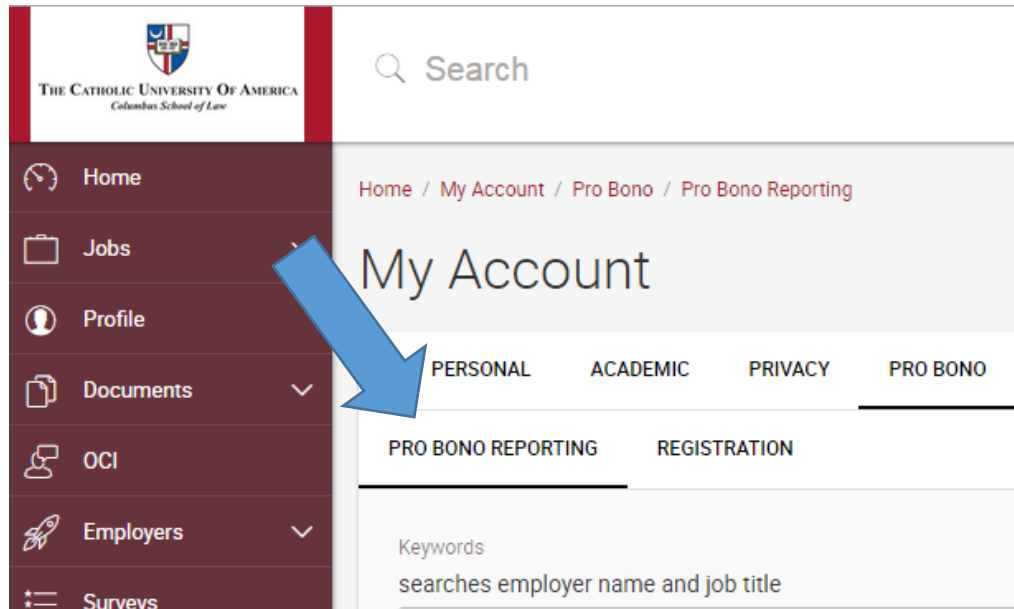
Email Address: \*

Please indicate any language proficiency \*

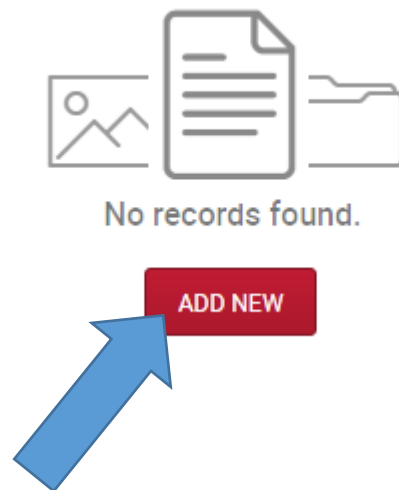
4. Click “Save Changes” when done.

## 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.”

The screenshot shows the 'My Account' page with the 'PRO BONO' tab selected. A navigation menu on the left includes 'Home', 'Jobs', 'Profile', 'Documents', 'OCI', 'Employers', 'Surveys', 'Resources', 'Calendar', 'My Account', 'Personal', 'Academic', 'Privacy', 'Career Outcomes', 'Pro Bono', and 'Exp. Learning'. The main content area has a header with instructions: 'Instructions: Please review/input the basic Pro Bono information and click [submit] to save your results. Click on the tabs to navigate between the Basic Information, Self Evaluation, and Program Evaluation forms. A red "x" in the Checklist indicates that you have not yet completed the respective form.' Below the instructions are buttons for 'SUBMIT', 'SAVE AS DRAFT', 'DELETE', 'BACK TO LIST', 'CANCEL', and 'PRINT'. The 'SUBMIT' button is highlighted with a blue arrow. The form fields are: 'Student Name \*' (John Snow), 'Phone Number \*' (202-319-1234), 'Email Address \*' (jsnow@cua.edu), and 'Graduation Year \*' (Class of 2017). A 'Pro Bono Checklist' on the right shows 'Basic Info' with a red 'x'.

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.

The screenshot shows the 'Pro Bono Reporting' page. The left navigation menu is the same as in the previous screenshot. The main content area has a header with 'SELECT' (dropdown), 'SAVE AS EXCEL', and 'Items 1-1 of 1 (1 Items selected)'. Below the header is a table with one entry: 'ABC Class of 2017 4 Total Hours' with an 'Edit' button. Below the table is a 'Hour Summary: 4' and a red 'ADD NEW' button. A blue arrow points to the 'ADD NEW' button, and another blue arrow points to the 'Edit' button.

5. To submit new hours for a new pro bono employer, select “Add New” (see red button above).

Questions?

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Call: 202-319-6239.