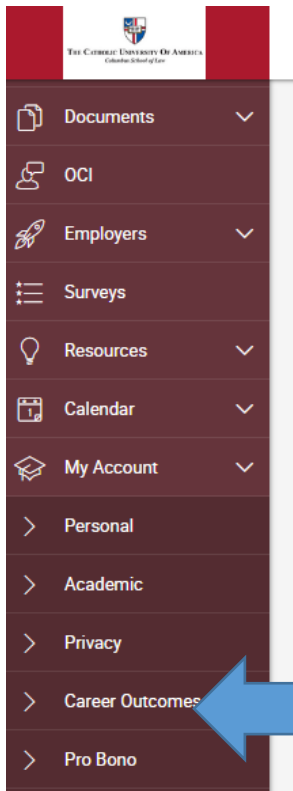


ProBono

CUA LAW

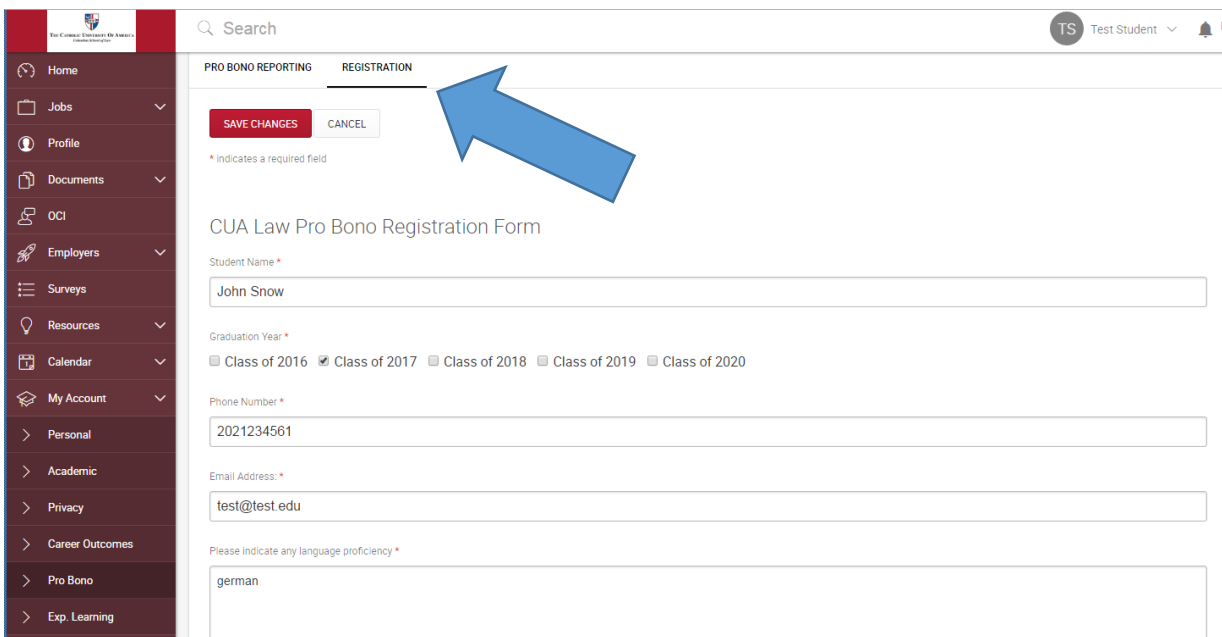


Registering for Pro Bono at CUA Law

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 *
John Snow

Graduation Year *
 Class of 2016 Class of 2017 Class of 2018 Class of 2019 Class of 2020

Phone Number *
2021234561

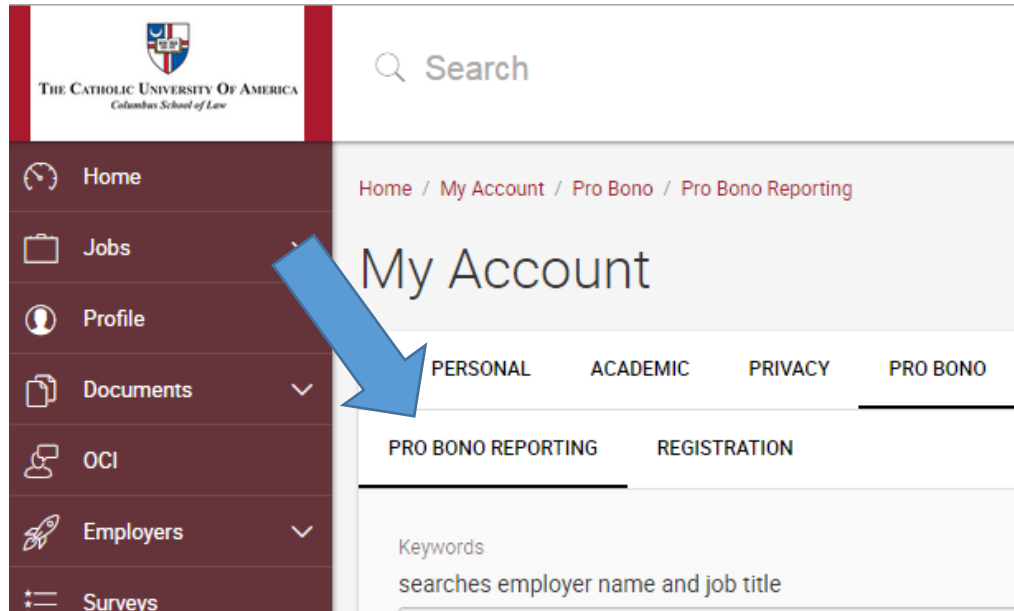
Email Address *
test@test.edu

Please indicate any language proficiency *
german

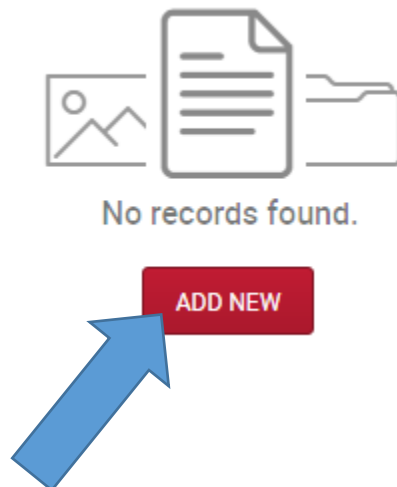
4. Click “**Save Changes**” when done.

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 a navigation menu on the left. The 'Pro Bono' tab is selected. The main content area displays the 'Pro Bono Challenge TimeSheet' form. The form includes fields for Student Name (John Snow), Phone Number (202-319-1234), Email Address (jsnow@cua.edu), and Graduation Year (Class of 2017). A 'SUBMIT' button is highlighted with a blue arrow. A 'Pro Bono Checklist' on the right shows 'Basic Info' as incomplete.

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 with a list of entries. The 'ADD NEW' button is highlighted with a blue arrow. The 'Edit' button is also highlighted with a blue arrow. The list shows an entry for 'ABC' with '4 Total Hours' and 'Spring 1L'.

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