TRACKING PRO BONO HOURS IN SYMPLECTIC

Locating the Pro Bono section on your Symplicity Account

1. Log into Symplicity at http://law-luc-csm.symplicity.com/students
2. Click on the “Profile” tab at the top of the page.
3. Click on the “Edit” button in the red Personal Profile box.
4. Then click on the “Pro Bono” tab at the top of the page.

Adding a New Pro Bono Opportunity to your Symplicity Account

1. Click on the “Add New” button.
2. Choose the “Type of Pro Bono” work from the dropdown menu.
3. Search for your employer by typing the organization’s name in the box that reads “[enter name].” If your employer is in our Symplicity system, the name will populate in the dropdown box. If your employer is not in our Symplicity system, please enter the organization’s name in the “New Employer” field.
4. Choose yes or no depending on whether or not you utilized your 711 license while completing this pro bono experience.
5. Use the “Select” buttons to choose the start and end dates of your pro bono experience.
6. Enter the number of hours that you worked per week.
7. Enter the total number of hours that you worked. (Example: If you worked 10 hours per week for 10 weeks, enter 100 as the total number of hours worked.)
8. Enter your primary supervisor’s name, title, email address, and phone number.
9. Enter a description of the type of tasks that you performed at your pro bono experience.
10. Click submit to save your entry.

Please note:
After you have submitted your hours, you will return to the main Pro Bono page. On this page, you will see an entry for “Hour Summary.” Because we are not using Symplicity’s method of entering pro bono hours, THIS NUMBER WILL ALWAYS READ ZERO. To review the number of hours that you completed at your placement, click on the “Edit” button next to the appropriate entry.