

Dear Alumni:

For the past few years we have used an online database known as Symplicity to post student jobs. Symplicity has advanced job search functions, so we will be putting all jobs (student, entry-level attorney, and experienced attorney) into this system in order to better serve you. If you want access to all job postings, you will need to use Symplicity (we won't be using the former "Alumni/3+ Years Job Posting Board" for alumni jobs). Here is some helpful information:

Steps to Get Started:

- 1) Contact cssec1@lawgate.byu.edu and request a Symplicity account. A random password will be generated and sent to you. Your username will be your email address.
- 2) Once you receive your password, you can find Symplicity at:
<https://law-byu-csm.symplicity.com/>

Tabs: These are fairly self explanatory and include:

Profile: allows you to change your personal information, academic information, privacy settings and password/preferences.

Documents: allows you to upload documents into the system which is necessary if the employer is taking application *through* Symplicity. (Many don't use the system to accept applications.)

Jobs: allows you to view all jobs and sort them in various ways.

Employers: allows you to view employer's profiles and save your favorite employers.

Help: On the home page (on the right side of the menu above the logout button) are four buttons:

The left one has a black arrow in it and allows you to view the video tutorial for the page.

The circle with the question mark is the Help button.

The blue button with the figure inside allows you to switch accessibility mode if you have trouble accessing the page.

The printer button allows you to print.

If you have any questions or problems, feel free to contact our office at 801-422-3685 or e-mail at cssec1@lawgate.byu.edu .

Best regards,

BYU Law School Career Services Staff