SYMPLICITY INSTRUCTIONS

You can now create a login and password to access and update your contact information, organization information, and post practicum and employment positions for students to view. To do so, please follow the following steps:

1) Click on this link
2) Type in your email address (the address at which you received this email)
3) Click “Forgot Password”
4) You will receive an email that will allow you to create a new password and log in to your account.

Update Organization Information (Optional)
• Go to Organization Profile
  o You can add organization Logo, additional information about the organization
  o Update organization address

Update Field Instructor Contact information
• Go to Account
  o My Profile-Update Name, email, phone number, organization address
    ▪ Then Submit

Update Positions
• Click on Positions
  o Click on New Postings
    ▪ Under Position Type- Select Practicum (for credit)
    ▪ Complete in Position Title, Description and Location
    ▪ Please indicate # of positions available each practicum term
    ▪ Please indicate if background check, immunization verification is required
    ▪ You can also attach flyers
    ▪ Please post separate position description for each practicum term (if it’s same practicum, you can copy and paste the position)