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
  - You can add organization Logo, additional information about the organization
  - Update organization address

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

**Update Positions**
- Click on Positions
  - 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)