

## SYMPPLICITY 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)