



## Symplicity Registration Guide

### MLSC January 2022 Government & Public Interest Resume Collection

Please contact Jennifer Dominguez, Manager of Recruitment & Operations, at [jennifer.dominguez@bc.edu](mailto:jennifer.dominguez@bc.edu) or 617-552-1192, with any questions about using Symplicity to register for the MLSC Resume Collection.

#### **Login to Symplicity or Register for a New Account**

- Website - <https://law-massconsortia-csm.symplicity.com/employers/>
- If you already have an account, please sign-in with your username and password.
- If you don't yet have an account, please use the "[Signup](#)" button to create an account. Once you hit **[Submit]**, our team will approve your registration. Once approved, you will receive an email with your username and link to create a password to login to Symplicity.

#### **Register & Post Your Job Opening**

Please note that any of your registration preferences can be adjusted at a later date. To do so, please [email Jennifer](#).

- Once logged in to Symplicity, select the **[OCI]** tab on the left side of the screen and select the **[Schedule Request]** button from the drop-down menu.
- On the Schedule Request tab, select the **[Request a Schedule]** button in the center of the page.
- **Session** - Select the session you would like to participate in (e.g. "Gov/PI Program Resume Collection - January 2022")
- **Additional Locations** - If you are interviewing for additional locations other than the city you are signing up for, please include that in this section.
- **Position Description** - We encourage you to use this field to describe the position, ideal candidate, hiring criteria and anything else you would like the candidate to know about the job.
- Once you have completed the schedule request, click **[Submit]**. Once the schedule and job posting has been approved, your schedule will appear under the "Confirmed Schedules" OCI tab.