SYMPLICITY REGISTRATION GUIDE FOR LOYOLA LAW SCHOOL GRADUATES

I. Symplicity

The Symplicity Career Services Management (CSM) System is a web-based program designed to “simplify” your job search. Through Symplicity, you can search for job opportunities that have been submitted to the Office of Career Services. You can also review employer profiles and read employer evaluations submitted by Loyola Law School students and graduates.

Several schools and organizations use Symplicity, but each system is unique to each institution. If you have previously used Symplicity for any non-Loyola Law School Los Angeles event, please note that our Symplicity system has a separate web address and will require a separate account.

The Loyola Law School Symplicity web address for students and graduates is:

https://law-lls-csm.symphlicity.com/students/

The Symplicity Corporation is continuously improving their system. As OCS receives new updates, we will post announcements on the main Loyola Law School Symplicity page.

II. Creating Your Account

Symplicity was implemented by the Office of Career Services (OCS) in the spring of 2008. If you graduated in or before July of 2008, you will be required to create a new account. If you graduated after July 2008, your account may still exist in the system. Contact OCS to check the status of your account.

1. Direct your web browser to the Loyola Law School Symplicity log-in and registration page: https://law-lls-csm.symphlicity.com/students/

2. Click the Register tab or green button to go to the register page.
3. In the Username field, enter your e-mail address. This will be the username you will use to access Symplicity. Please note that all Symplicity announcements will be sent to the address you enter here. If you apply for employment opportunities through Symplicity, employers may also access this information, so select an appropriate e-mail address that you will check regularly. All LLS e-mail addresses (yourname@lls.edu) expire within months of your graduation. You can register for a free, lifetime LLS alumni account (yourname@alumni.lls.edu) at http://alumni.lls.edu/lifetimeemail/.

4. In the Password field, enter loyolalawschool. This is not your personal password. This is the code used to access the registration form. Your password will be generated by Symplicity and, upon confirmation, will be e-mailed to you.

5. Click Go to be directed to the registration form.

6. Once you complete all the required fields (marked by red asterisks) and click Submit, a notice will be sent to OCS. We will verify your status as a Loyola Law School alumnus/alumna, and Symplicity will send you an e-mail when your registration has been confirmed. That message will contain your Symplicity password.

III. Help & Information

If you need any assistance, please contact us:

**Office of Career Services**

Founders Hall 118  
careerservices@lls.edu  
P. (213) 736-1150  
F. (213) 385-5133  

*Hours:*

Mondays – Thursdays 10:30 AM – 6:00 PM
Fridays 10:30 AM – 4:00 PM
(Hours may change seasonally or based on special events)