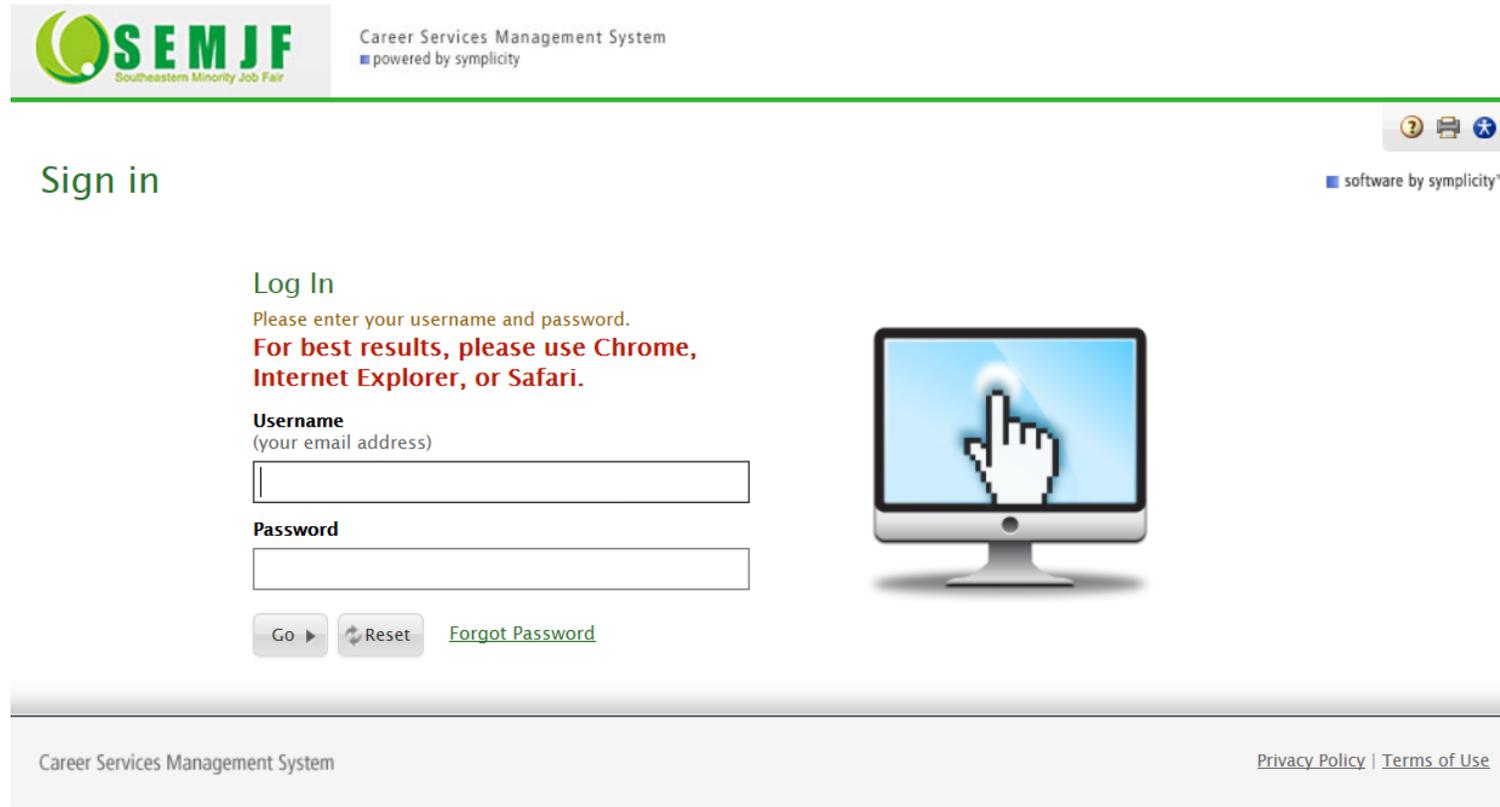


# SEMJF

Student Account Set-up Instructions

Log into Symplicity at <https://law-smjf-csm.symplicity.com/students/> using the username and password sent to you from the SEMJF administrator.



The screenshot shows the login interface for the SEMJF Career Services Management System. At the top left is the SEMJF logo with the text "Southeastern Minority Job Fair". To its right, it says "Career Services Management System" and "powered by symplicity". The main heading is "Sign in". Below this, there is a "Log In" section with instructions: "Please enter your username and password." and a recommendation: "For best results, please use Chrome, Internet Explorer, or Safari." There are two input fields: "Username (your email address)" and "Password". Below the fields are buttons for "Go", "Reset", and a link for "Forgot Password". To the right of the input fields is an image of a computer monitor with a hand cursor pointing at the screen. In the top right corner of the page, there are icons for help, print, and a star, along with the text "software by symplicity™". The footer contains "Career Services Management System" on the left and "Privacy Policy | Terms of Use" on the right.

You must complete your profile before submitting bids to employers.

The screenshot shows the SEMJF Career Services Management System interface. At the top left is the SEMJF logo (Southeastern Minority Job Fair) and the text "Career Services Management System powered by simplicity". A green navigation bar contains "Home", "Profile" (highlighted with a yellow arrow), "Resources", and "SEMJF Submission/Interviews". Below the navigation bar, a user is logged in as "Your Name." with a search bar and "My Account" (with help, print, and star icons) and "Log Out" buttons. The main content area is split into two columns: "NEWS FEED" (with a "Show Me" dropdown and RSS icon) and "GETTING STARTED". The news feed shows "There are currently no announcements or notifications to display." The "GETTING STARTED" section lists: 

- [Account Created](#)
- [Personal Profile](#)
- [Academic Profile](#)
- [Resume](#)

The footer contains "Career Services Management System" on the left and "Privacy Policy | Terms of Use" on the right.

Select your ethnicity from the drop down menu. Make sure that your name is listed properly, and enter your cell phone number where you can be reached during the job fair. If your name and student email are correct, click “Save Changes.” If your name is listed improperly, contact your Career Services Office.

**SEM J F**  
Southeastern Minority Job Fair

Career Services Management System  
powered by sympathy

Home Profile Documents Resources SEMJF Submission/Interviews

Home > Profile > Personal

search [ ] [ ] My Account [ ] [ ] [ ] [ ] Log Out

profile software by sympathy™

Personal Academic Information Password/Preferences

Save Changes ▶ Reset Form Cancel \* indicates a required field

### Student Information

**Ethnicity 2:** Unknown

**Full name\*:** Enter your full name (first mi last).  
Your Name

**First Name:** Your

**Last Name:** Name

**Email\*:** yourname72015@gmail.com

**Phone Number\*:** (###) ###-####  
555-555-5555

Verify your information

COMPLETION STATUS

**Personal Information**

- ✓ Ethnicity 2
- ✓ Phone Number

**Academic Information**

**Documents**

- ✓ 5 documents uploaded.

Save Changes ▶ Reset Form Cancel

Click on the “Academic Information” tab to check your graduation date and year in school. It’s imperative that your information be listed accurately in order to see the employers who are requesting applications from your year in school. If your graduation date or year in school is incorrect, contact your Career Services Office.

The screenshot shows the SEMJF Career Services Management System interface. At the top left is the SEMJF logo (Southeastern Minority Job Fair) and the text "Career Services Management System powered by simplicity". A green navigation bar contains links for Home, Profile, Documents, Resources, and SEMJF Submission/Interviews. Below this is a breadcrumb trail: Home > Profile > Academic Information. A search bar and "My Account" link are visible, along with a "Log Out" button. The "profile" page has tabs for Personal, Academic Information (highlighted with a yellow arrow), and references. On the left, there are "Save Changes" and "Cancel" buttons. The main content area shows the following information:

- Institution:** Georgia State University College of Law
- Graduation Date:** Enter the expected date of your graduation  
May 01, 2017
- Year in school:** Choose your current year in school.  
2L

A yellow arrow points to the "2L" value. A light green callout box next to it contains the text: "This should reflect your year in school for the Fall of the current year". On the right side, a "COMPLETION STATUS" section lists: Personal Information, Academic Information, and Documents (0 documents uploaded). At the bottom, there are another "Save Changes" and "Cancel" buttons. A legend indicates that an asterisk (\*) indicates a required field.

You may change your password by clicking on the “Password/Preferences” tab.

The screenshot displays the SEMJF Career Services Management System interface. At the top left is the SEMJF logo (Southeastern Minority Job Fair) and the text "Career Services Management System powered by simplicity". A green navigation bar contains links for Home, Profile, Documents, Resources, and SEMJF Submission/Interviews. Below this is a breadcrumb trail: Home > Profile > Password/Preferences. A search bar and "My Account" link are visible. The "Password/Preferences" tab is highlighted in green, with a yellow arrow pointing to it. The form contains the following sections:

- Accessible Mode:** Improves accessibility and compatibility with screen reader software. Radio buttons for "yes" and "no" (selected).
- Old Password:** Please enter your current password. (Empty text input field)
- Password:** Assign Password: Enter a new password here. (Empty text input field)
- Verify Password:** Verify Assigned Password: Re-enter the password to verify, then click SAVE or SUBMIT when done. (Empty text input field)

Buttons for "Submit" and "Cancel" are located at the top and bottom of the form. A red asterisk indicates a required field.