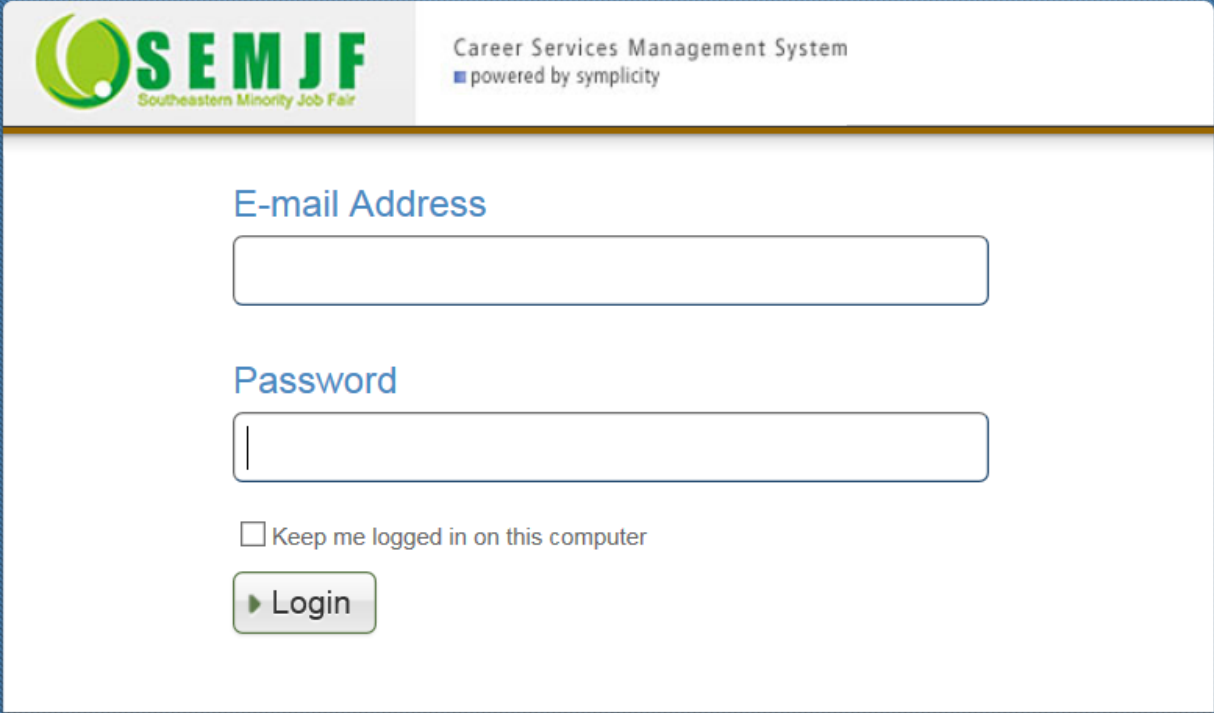


# Instructions for Viewing Students & Their Bids

In the SEMJF Symplexity Module

1. Log into the Symplicity module at <https://law-smjf-csm.symplicity.com/manager/> address and the password provided to you by the Symplicity liaison. Then click with your email “go.”



The screenshot shows the login interface for the SEMJF Career Services Management System. The header includes the SEMJF logo (Southeastern Minority Job Fair) and the text "Career Services Management System powered by symplicity". The main form area contains two input fields: "E-mail Address" and "Password". Below the password field is a checkbox labeled "Keep me logged in on this computer". At the bottom of the form is a "Login" button with a right-pointing arrow icon.

**SEM JF**  
Southeastern Minority Job Fair

Career Services Management System  
■ powered by symplicity

E-mail Address

Password

☐ Keep me logged in on this computer

▶ Login

# Once your are logged in

SEM JF  
Southeastern Minority Job Fair

Career Services Management System  
powered by simplicity

Tuesday May 12, 2015 | 3:16 pm | Sarah Roberts Logout

Home  
Communications  
Calendar  
Contacts  
Employers  
Survey  
**Students**  
OCI  
Job Postings  
Events  
Quick View Reports  
Publications  
Reporting  
Document Library  
Tools  
My Account

**Students**

Student List Detailed Search Saved Searches Duplicate Search Archived Students New Student Registrations Graduate Employment Surveys

To view PDF files, you may need Adobe Acrobat Reader. To view Excel files, you may need Excel Viewer 2003

Keywords

Apply Search Clear Save Defaults + More Filters

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All]

Batch Options Add New Items 1-250 of 3022 Showing 250 per page Page 1

	Actions	Last	First	Email	Class Level	Graduation Date	Status	Logins	Email Verified
		Name	Student	yourname72015@gmail.com		-		8	✓
		Brewer	Henry	hb405@nova.edu	GRAD	May, 2014		0	✓
		Case	Erica	ec643@nova.edu	GRAD	May, 2014		0	✓
		Giraldo	Diana	dg551@nova.edu	GRAD	May, 2014		0	✓
		Graney	Ryan	rgraney@smu.edu	GRAD	May, 2014		33	✓
		Kwon	Iris	ik99@nova.edu	GRAD	May, 2014		0	✓
		Banks	Sullivan	lsbanks@go.olemiss.edu	GRAD	December, 2014		0	✓
		Boures	Laura	lboures@samford.edu	GRAD	December, 2014		0	✓
		Calcano-Thomas	Vanessa	vanessa1.calcano@famuc.edu	GRAD	December, 2014		0	✓
		De Armas	Marvin	C367986@law.fcsi.edu	GRAD	December, 2014		1	✓
		Douglass	Odet	C550399@law.fcsi.edu	GRAD	December, 2014		0	✓

Home

Communications

Calendar

Contacts

Employers

Survey

Students

OCI

Job Postings

Events

Quick View Reports

Publications

Reporting

Document Library

Tools

Emails

Users/Groups

System Settings

Picklists

Import Data

PDF Queue

Email Queue

Help

Form Builder

Event Log

Statistics

Sponsors

My Account

Users Online

(1) Manager

Support

Students

Keyword Search

Student List

Detailed Search

Saved Searches

Duplicate Search

Archived Students

New Student Registrations

Graduate Employment Surveys

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Keywords searches student name and email address.

Status

Alumnus(a)

Class Level

Applicant Type

Degree Level

Law School

Has resume

Has Approved resume

Has Default resume

Taken grad employment survey

Apply Search

Clear

Save Defaults

Fewer Filters

0-9 A B C D E F G H I J K L M N O P Q R S T U V

Showing 250 per page | Page 1 of 12

		First	Email	Class Level	Graduation Date	Status	Logins	Email
	Name	Student	yourname72015@gmail.com		-		8	
	Brewer	Henry	hb405@nova.edu	GRAD	May, 2014		0	
	Case	Erica	ec643@nova.edu	GRAD	May, 2014		0	
	Giraldo	Diana	dg551@nova.edu	GRAD	May, 2014		0	
	Graney	Ryan	rraney@smu.edu	GRAD	May, 2014		33	
	Kwon	Iris	ik99@nova.edu	GRAD	May, 2014		0	
	Banks	Sullivan	lsbanks@qo.olemiss.edu	GRAD	December, 2014		0	

3. Select your school from the drop down menu

4. Click Apply Search

Student List

Detailed Search


Saved Searches

Duplicate Search

Archived Students

New Student Registrations

Graduate Employment Surveys

 To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

Keywords searches student name and email address.













Apply Search

Clear

Batch Options

+ Add

Showing 250 per page | Page 1

	Actions	Last	First	Email	Class Level	Graduation Date	Status	Logins	Email Verified
<input type="checkbox"/>	 	Name				-		8	✓
<input type="checkbox"/>	 	Brewer	Henry	<a href="mailto:h0405@nova.edu">h0405@nova.edu</a>	GRAD	May, 2014		0	✓
<input type="checkbox"/>	 	Case	Erica	<a href="mailto:ec643@nova.edu">ec643@nova.edu</a>	GRAD	May, 2014		0	✓
<input type="checkbox"/>	 	Giraldo	Diana	<a href="mailto:dq551@nova.edu">dq551@nova.edu</a>	GRAD	May, 2014		0	✓
<input type="checkbox"/>	 	Graney	Ryan	<a href="mailto:rgraney@smu.edu">rgraney@smu.edu</a>	GRAD	May, 2014		33	✓
<input type="checkbox"/>	 	Kwon	Iris	<a href="mailto:ik99@nova.edu">ik99@nova.edu</a>	GRAD	May, 2014		0	✓

5. Symplicity defaults to showing 20 students per page. You may either elect to view more students per page by clicking on the “Showing” drop down box, or you may click through multiple pages by using the “Page” drop down box.

6. You may review information by individual students by clicking on the desired student student’s last name.

SEM JF  
Career Services Management System  
powered by simplicity

Home  
Communications  
Calendar  
Contacts  
Employers  
Survey  
Students  
OCI  
Overview  
Schedules  
Bids  
Interviews

Student Name Back

Overview Core Documents Employment Activity Login As

Main Account

Submit Save

Student ID

Full name\* Enter the student's full name (first mi last).  
Student Name

7. Within each record, the "Main" tab is under the "Core" tab and will show basic information about the student.

Home  
Communications  
Calendar  
Contacts  
Employers  
Survey  
Students  
OCI  
Overview  
Schedules  
Bids  
Interviews  
Sessions  
Rooms  
Holidays  
Archives  
Job Postings

Student Name Back Keyword Search

Overview Core Documents Em

Main Profile Notes

Submit Save Cancel

Institution\* Georgia State University College of Law

Graduation Date\* Enter the expected graduation date of the student.  
May 2017

Year in school\* Enter the student's current year in school.  
1L

Submit Save Cancel

8. Click on the "Profile" tab (still within the "Core"). The student's graduation date & year in school will be visible.



Follow steps 9 – 13 to view your students bids for employers. Click “OCI” on the left of the screen, a list of options will appear. Click “bids.” When the screen refreshes, click “More Filters” (not shown) and then select current SEMJF session, and your law school from the appropriate drop down options. Click apply search.

The screenshot shows the SEMJF Bids Management interface. On the left is a navigation menu with items: Home, Communications, Calendar, Contacts, Employers, Survey, Students, OCI, Overview, Schedules, Bids, Interviews, Sessions, Rooms, Holidays, Archives, Job Postings, and Events. The 'OCI' item is highlighted with a yellow arrow labeled '9'. Below it, the 'Bids' item is highlighted with a yellow arrow labeled '10'. The main content area is titled 'SEMJF Bids Management' and has a 'Bid/Applications' tab. It contains a search bar for 'Student' (name, email, or id). Below this are filters for 'Session' (set to '2015 Southeastern Minority Job Fair'), 'Employer' (with a '[keyword]' input and a 'Go' button), 'Year', and 'Law School'. To the right of these filters are several sections of radio buttons and checkboxes: 'Has Resume' (yes, no, ignore), 'Has' (yes, no, ignore), 'Bid Status' (invalid, optin, waitlist, not selected, cancelled, none), 'Invitation' (preselect, alternate, lottery select, none), and 'Via Lottery' (yes, no, ignore). A yellow arrow labeled '11' points to the 'Has Resume' section, and a yellow arrow labeled '12' points to the 'Invitation' section. At the bottom left, there is an 'Apply Search' button with a yellow arrow labeled '13' pointing to it, and two other buttons labeled 'Defaults' and 'Fewer Filters'.

After selecting Apply Search, you will only see your students bids. You should review this list often throughout the student application period to make sure that your students are maximizing their opportunities.