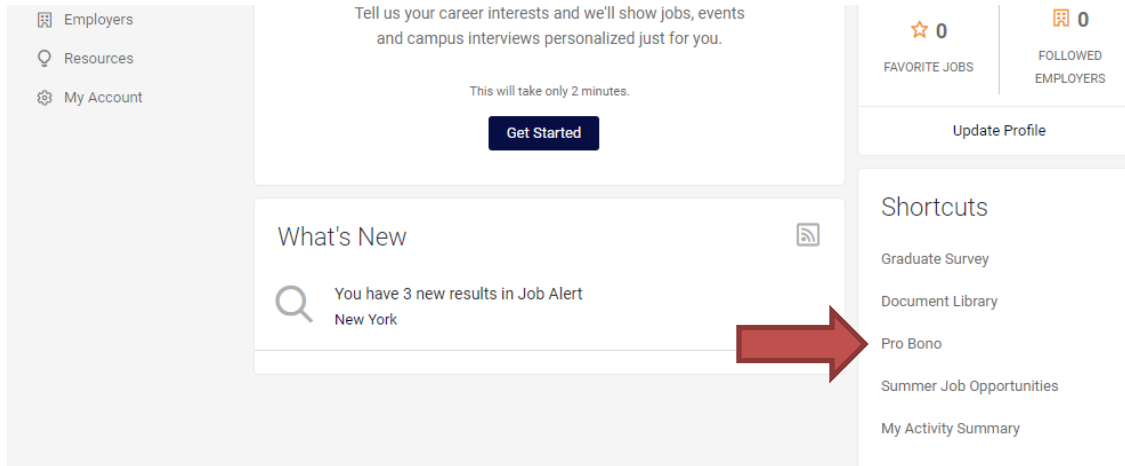
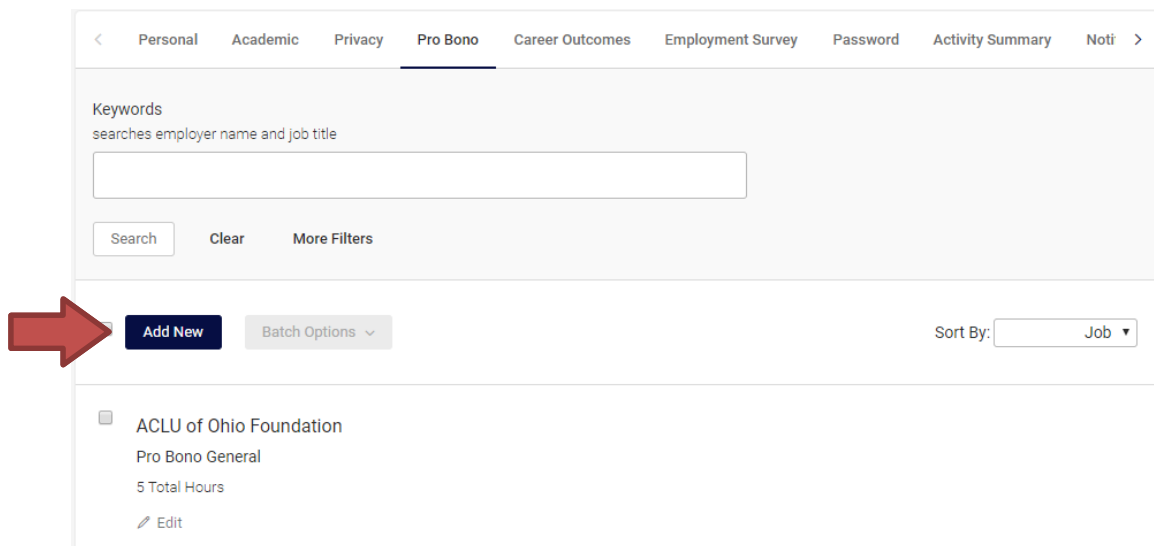


Pro Bono and Community Service reporting instructions:

- Log into Symplicity (<https://law-akron-csm.symplicity.com/students/index.php>). To access the Pro Bono Module, go to “Profile” and then click the “Pro Bono” shortcut link in the “Shortcuts” box on the right side of the home screen.



- To proceed to enter hours, click on “Pro Bono” and hit "Add New".



- Enter a portion of the organization name in order to search for your organization/employer and click “Go.” From the dropdown list, select your organization. If your organization is not listed, please add them under the "New Organization" field. Also include the name of the Service Event if applicable (ex: Akron Law Cares).

Pro Bono Information

Organization

[choose filter] [enter name] **Go**

New Organization
use this field if the organization does not exist in the system

Service Event
Please enter the name of the service event for which pro bono service was provided.

Pro Bono Term

Type

- Complete the remaining fields, including Pro Bono Term and Type, and all Supervisor Information and the Hours Log.

Note: it will not total your hours until after you have hit the "Submit" button.

Hours Log

Start Date *

2018-11-03 [Select] [Clear]

End Date *

2018-11-11 [Select] [Clear]

Hours

Day*

November 03 2018

Hours*

3.0

[Delete]

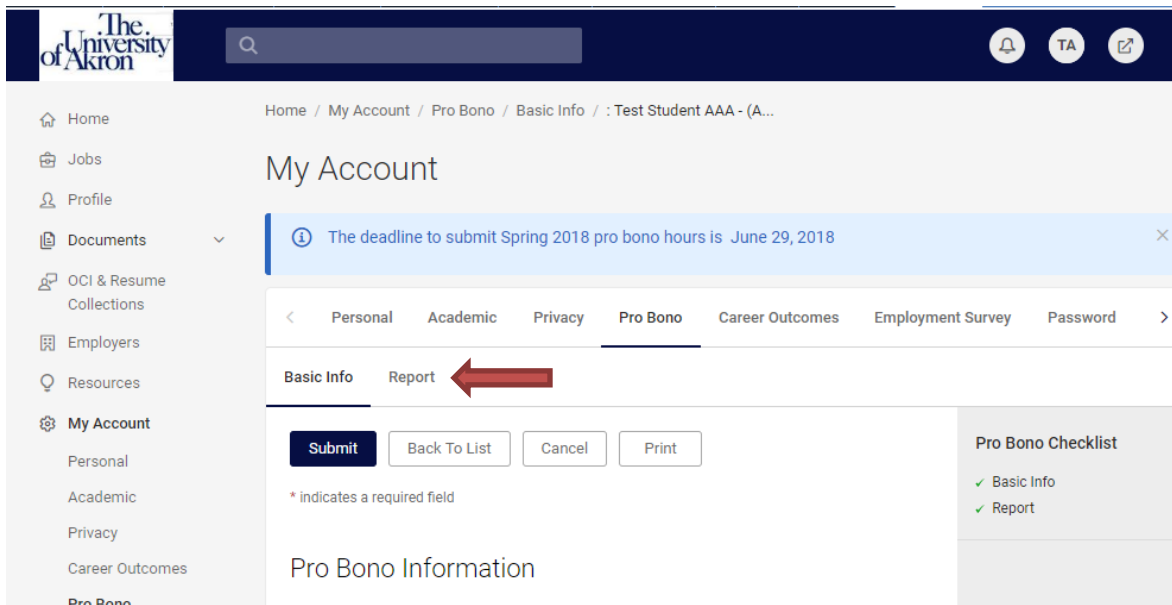
Day*

November 11 2018

Hours*

6.0

- **Pledge Agreement:** Each time you report your hours, you will need to read and agree to the Pledge Agreement by clicking the "Yes" button at the bottom of the screen.
- Once you have entered all your hours and accepted the Agreement, hit "Submit". You may also hit "Save as Draft" if you need to return to your entry to add information.
- Once you "Submit", your hours will be reviewed by the Pro Bono Coordinator and approved. Once approved, you will no longer be able to edit the entry.
- At the **completion** of entering each Pro Bono opportunity, please select the "Report" tab at the top next to the "Basic Info" tab.
- You may have to go "Back to List" to see these tab options.



Please follow these steps for the Report:

1. Complete all of the required fields.
2. Upload your signed Certification of Supervisor form from your files (you will have to scan your form and save it as a PDF). ***You must upload a signed Certification of Supervisor form in order for your hours to be counted toward your graduation requirement.***
3. Complete and hit save.
4. Hit "Back to List" to return to your Pro Bono Reporting page.

Report

Please fill out questions below and upload your certification of supervisor document

Expected Graduation Date *

What is your overall rating of your pro bono assignment with this organization/project *

Brief Reflection of Experience *

Please provide a brief reflection of your experience. What did you most enjoy? How could your experience have been better?

Upload Certification of Supervisor

Maximum File Size: 500 KB

File

Please select your document to upload

No file chosen

Anytime you wish to check your Pro Bono Hours, when you logon to Symplicity and select "Pro Bono", all of your hours will be displayed. You can always hit "Back to List" to review your entire list of entries.

If you have any questions or need assistance, please contact Alisa Benedict O'Brien at ab139@uakron.edu or at 330-972-8540.

Certification of Supervisor forms and additional information are available here: <http://www.uakron.edu/law/current-students/probono.dot>