



Northwestern Law

Center for Career Strategy and Advancement

To register in Symplicity (New Employers):

1. Through your internet browser go to: <http://www.law.northwestern.edu/symplicity>
2. Select "for employers"
3. Click on the "Register" button
4. Complete the Employer information
5. Click the "Submit" button
6. You will receive an email confirming your registration and containing your personal username and password

To register for Spring OCI (Registered Employers):

1. Through your internet browser go to: <http://www.law.northwestern.edu/symplicity>
2. Select "for employers"
3. Enter your login information
4. Click "OCI" on the menu bar
5. Click on the "Schedule Requests" button
6. Hit the "Request Schedule" button
7. From the Session drop down at the top of the schedule request form, select "Spring OCI"
8. Complete requested information
9. Click the "Submit" button
10. You will receive an email confirming your assigned date

To register for a Resume Collection (Registered Employers):

1. Through your internet browser go to: <http://www.law.northwestern.edu/symplicity>
2. Select "for employers"
3. Enter your login information
4. Click "Resume Requests" on the menu bar
5. Under the "Job Postings/Resume Requests" tab click on the "+ Add New" button
6. Complete requested information
7. You will receive an email confirming the "Resume Request"