JD STUDENTS

In order to complete the Survey, do the following (this should take no more than 15 minutes):

- 1. Login to CSM at: <u>https://law-nyu-csm.symplicity.com/students</u>
- 2. There will be a quick link to the Post Graduation Employment Survey on the home page, or you may access the survey by clicking the "Profile" tab and then clicking on the "Post Graduation Employment Survey" tab.
- 3. Complete ALL the fields.
 - a. **Please note**: Occasionally, when you make a selection the screen will reload with additional fields to complete; simply scroll back down to where you left off and continue completing the survey.
- 4. You may also note any additional circumstances in the "Additional Information" field at the bottom of the survey.
- 5. Click the "Save Changes" button once all the information is complete and correct.
 - a. **Please note**: If you have not yet finalized your post-graduation employment plans, you may still update the form at a later date.
- 6. You may want to print out a copy of your completed survey as confirmation of your submission.
- 7. Click the "Log Out" link on the upper right, next to your name to exit.