

The PSLawNet Canadian User Guide

Bridging the Gap — matching law students and lawyers with their ideal pro bono and public interest opportunities

PSLawNet at a Glance — How Can We Help You?

What Is PSLawNet?

- PSLawNet is an online resource for law students and lawyers who are seeking out public interest internships, articling opportunities, or full-time employment. www.pslawnet.org.
- Already a staple among U.S. law schools, eight Canadian schools subscribe to PSLawNet and we intend to keep growing to serve as many students and lawyers as possible.
- The main features of the site are its “opportunities” and “organizations” databases. The opportunities database contains over 3,000 volunteer or employment opportunities in the U.S., Canada, and around the globe.
- The organizations database contains profiles for approximately 12,000 public interest organizations, government offices, and public interest law firms, mostly in the U.S., but with a growing Canadian presence.
- In addition to the databases, PSLawNet offers a virtual library to assist users seeking public interest opportunities. Our self-help content includes a Canadian Resources page which may be publicly accessed via the “Community/Resources” section of our homepage.
- PSLawNet is housed at and administered by the National Association for Law Placement (NALP) in Washington, D.C. NALP is a nonprofit educational association of law schools and legal employers dedicated to facilitating legal career counseling and planning, recruitment and retention, and the professional development of law students and lawyers.

Who Can Access PSLawNet?

- PSLawNet is supported by over 190 subscriber law schools, including eight Canadian schools. All students and alumni of our subscriber schools have free and unlimited access to the site and databases.
- Students and lawyers who are not affiliated with our subscriber schools may sign up for a full-access subscription for \$25 per year.

- Some PSLawNet content can be accessed for free through the “public tabs” at the top of our homepage — www.pslawnet.org. Public content includes the Canadian Resources page and other helpful publications.
- Finally, please note that our homepage contains event announcements and other items of interest for those seeking public interest opportunities.

Signing up for PSLawNet — Creating Your User Account

- Whether you belong to a subscriber school or subscribe individually, all students and alumni must create a user account. To create a user account, begin by going to www.pslawnet.org. Once there, select the “Sign Up Now” tab in the red box on the left. You will be prompted to provide us with your email address — which will serve as your PSLawNet username — as well as your law school. (If your school is not a PSLawNet subscriber, select “Not Listed,” complete the registration process, and we will contact you.) When you have completed this very brief process, a confirmation email will be sent to your (username) email account. Please click on the link in that email and you will be redirected to PSLawNet. You may be prompted to enter additional contact info on PSLawNet; this is kept confidential and is used only for security purposes.
- Subscriber schools designate one staff person — usually in the career services office — to serve as the onsite PSLawNet Coordinator. You should contact the Coordinator if you have problems, or feel free to contact PSLawNet directly at pslawnet@nalp.org.

A Look Inside PSLawNet

Logging In and Using the Student Dashboard

- Once you log into the site, you begin at the Student/Alumni Dashboard.
- The dashboard helps you navigate through PSLawNet, and will remain with you — on the left side of the screen — throughout your session.
- The dashboard offers three administrative options:

1. Change username — you may substitute a different email address for your username.
 2. Change password.
 3. Edit Profile — this feature allows you to make changes to the personal profile you created when initially registering on PSLawNet.
- The dashboard also allows you to access the organizations and opportunities databases by choosing the appropriate search function. Note that the databases are cross-referenced with each other, so that if you search for an organization the listing will include a link to any current opportunities with the organization.

Searching the Databases

- The **Organizations Database** allows for the most broad-based searches, but you may tailor your search in a number of ways, including:
 1. by organization type;
 2. by practice area (note that that practice area menu allows for multi-selecting by holding down your computer's "Control" button as you choose practice areas);
 3. by a keyword search ("Organization Description"); and
 4. by geography, including city, postal code, state/province, and country.
- The **Opportunities Database** also allows for searching by various means, including:
 1. by type of opportunity (e.g., attorney positions, fellowships, internships, law-related and non-legal opportunities);
 2. by schedule type (full-time, part time, internship, etc.);
 3. by practice area; and
 4. by geography, including metropolitan region, city, province, and country.

- Receiving Email Alerts

1. The User Dashboard also allows you to sign up to receive PSLawNet Email Alerts when new opportunities are available that match your pre-selected criteria.
2. You may specify the type of alert you receive by practice area, geography, and job type.

Having Problems?

PSLawNet staff members are available to assist you with any questions or problems from 9:00AM to 5:00PM EST Monday through Friday. If you leave a message for us after hours, we will reply as soon as possible. You may contact us at pslawnet@nalp.org, or at 202-296-0076.

FAQ's

I forgot my password. What do I do?

On the homepage, just under the section where you log in, click on the "Forgot Password?" link. You will be prompted to enter your PSLawNet Username (email address) for us to send you a temporary password. An email will be sent to that address with a temporary password. **The temporary password can only be used one time.** After you log into PSLawNet with this password, please go immediately to "Change Password" feature on your Student Dashboard, and select a new password. For security reasons, we at PSLawNet do not store individual users' passwords. We are happy to guide you through the process to receive a temporary password, but we can not "look up" your old password for you.

I forgot my username. What do I do?

Please contact PSLawNet. We can provide you with the email address that serves as your username.