

## Online Registration Directions for WorkForce 2012

---

*The WorkForce Career & Internship Fair is co-planned by Wisconsin's twenty private colleges and universities. Marquette University manages online fair registration, so you will be directed to the MU employer page to register for the fair.*

1. **Attention:** Registering to attend the career fair is a two step process. If you do not have an existing account, you must first register as an employer and then register for the fair.
2. Click on the words "Register Here" below the WorkForce event listing on the WorkForce Fair webpage. This will take you to the registration page. Enter an existing login name and password, or click "Click Here To Register!" to open a new account.
3. Enter your organization's name, or click on "Can't Find Your Organization?" if it does not appear below.
4. Enter your organization's information as well as your personal information. Fields marked with an asterisk (\*) are required.
5. Once you have registered for MU Career Manager, you may have to wait for an administrator to approve your account (especially if registering with a new account).
6. To register, click on "Register for Career Fairs & Events" in the grey navigation bar at the top of the page. This will take you to a list of active Career Fair event days. Register for the WorkForce 2012 Fair by clicking on the appropriate event's "Register" link under the "Action" column on the right. If "Register" is not an option for you, you may have to check back later as you may not have been approved. Please be patient; approvals occur on a rolling basis as they come in.
7. Enter your registration information and click "Continue" at the bottom of the page.
8. Add any additional recruiters at this time. Please note that bringing more than two recruiters to the Career Fair will require you to pay \$30 for each additional recruiter. Click "Continue" when finished. *The contact person for the event will automatically be listed as a recruiter. Even if this person is not attending the Fair, please do not remove them from the recruiters list, as this complicates our data pooling when creating the guidebook for the Fair.*
9. Select either your level of sponsorship or your attendance fee. You may enter the number of any additional recruiters here. Please choose type of display here – a charge of \$175 applies for organizations bringing floor displays larger than 6x8. Click "Save" to complete your registration for the event.
10. *Please make any necessary changes immediately, as once your registration has been approved you will need to call 414-288-7423 to make any changes over the phone.*
11. You will receive a confirmation email containing links to information about the Career Fair as well as an invoice for your payment once your registration has been approved.

### Online Registration Questions

If you have any questions at any time, please call the Career Services Center at 414-288-7423. Or, email Bethany Olson, Event Planner, at [bethany.olson@marquette.edu](mailto:bethany.olson@marquette.edu).