

REGISTRATION INSTRUCTIONS FOR CAREER FAIR 2009

1. Click on the word “Here” below the logo on the Career 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.
2. Enter your organization’s name, or click on “Can’t Find Your Organization?” if it does not appear below.
3. Enter your organization’s information as well as your personal information. Fields marked with an asterisk (*) are required.
4. 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).
5. 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 day(s) of the Fair you plan to attend 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.
6. Enter your registration information and click “Continue” at the bottom of the page.
7. Add any additional recruiters at this time. Please note that bringing more than two recruiters to the Career Fair will require you to pay \$25 for each additional recruiter. Click “Continue” when finished.
8. Select either your level of sponsorship or your attendance fee (based upon the number of employees *nationally*). You may enter the number of any additional recruiters here. Please make note of whether you will be bringing a table or floor display as well. Click “Save” to complete your registration for the event.
9. *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.*
10. 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.
11. If you have any questions at any time, please call the Career Services Center at 414-288-7423 or email the Career Fair intern at noelle.papilla@marquette.edu .