

HOW TO REGISTER FOR AN EVENT

Step 1: Direct your internet browser to: <https://bauer-uh-csm.symlicity.com/employers/index.php>

Step 2: Type in your username (email) and password, and click on “**Login.**”

The screenshot shows a login form with a header containing 'Sign in', 'Forgot my password', and 'Employer Registration'. Below the header is the 'Log In' section with the instruction 'Please enter your username and password.' There are two input fields: 'Username (your email address)' and 'Password'. At the bottom of the form are three buttons: 'Go', 'Reset', and 'Forgot Password'.

Step 3: From the home screen, mouse over the “**Events**” tab and click on it.

The screenshot shows a navigation menu with tabs for 'Jobs', 'On-Campus Recruiting (OCR)', 'Surveys', 'Events', and a dropdown menu. Below the menu is a 'Visit Events' button. The main content area is titled 'Announcements' and features a megaphone icon. The announcement is for 'Fall 2015 Recruiting Events' and states: 'Registration is now open for all Fall 2015 Recruiting Events. Click on the Events tab to sign-up or contact your recruiting manager for more details.'

Step 4: Click on the “**Career Fairs**” tab. A full listing of available Career Events open for employer registration will be listed. Career Events that take place each semester can include: Internship Mixer, Major Specific Mixers, Business Career Fair and Volunteer Fair.

The screenshot shows the 'events' page with a navigation bar for 'Career Fairs', 'Information Tables / Sessions', and 'Publication Requests'. Below the navigation bar is a table listing five career fairs. Each row includes a 'Register' button, the name of the event, and the date. The table is titled 'Items 1-5 of 5' and has a 'SHOW 20 per page' dropdown.

Options	Career Fairs	Days
Register	Bauer Fall 2015 Career Fair	Fall 2015 Business Career Fair
Register	Fall 2015 Accounting & Finance Pre-Recruiting Mixer	Fall 2015 Pre-Recruiting Mixer (Acct/Fin)
Register	Fall 2015 Management, Marketing & Entrepreneurship Pre-Recruiting Mixer	Fall 2015 Pre-Recruiting Mixer (MGMT/MKT/Entr)
Register	Fall 2015 Supply Chain Mgmt. & MIS Pre-Recruiting Mixer	Fall 2015 Pre-Recruiting Mixer (SCMMIS)
Register	Volunteer Fair Fall 2015	Volunteer Fair Fall 2015

Step 5: From the event listings page, click “**Register**” to the left side of the event you wish to register for.

Step 6: Fill out the registration form to completion. All fields designated by the red asterisk are required. If a fee is required to attend the Career Event, you will receive your invoice along with a secure credit card payment link upon approval of your registration. Checks are also permissible forms of payment. Please be sure to select a “payment method” on the registration form. We DO NOT collect payment information (including cc info) via the registration form. Please refer to your registration approval email message for that information.

What happens to my Career Event registration once it is submitted?

A member of the Rockwell Career Center’s Employer Services Team will review your Career Event registration. If we have any questions or need more information, you will be contacted. Upon approval of your Career Event registration by an administrator, you will be notified via email. Career Event registrations could take up to 24 hours to be approved.