UNIVERSITY of **HOUSTON**
ROCKWELL CAREER CENTER

HOW TO REGISTER FOR AN EVENT

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

<u>Step 2</u>: Type in your username (email) and password, and click on "**Login**."

<u>Step 3</u>: From the home screen, mouse over the "**Events**" tab and click on it.

<u>Step 4</u>: <u>Step 4</u>: 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.

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.