Recruiting Expo Registration Guide
Prior to registering, please read the CCPD’s Employer Recruitment Policy – (http://reason.kzoo.edu/ccd/assets/Employer_Recruitment_Policy.pdf)

If you can adhere to and agree with the policy, you may register by following the instructions below.

**STEP 1**

Access K-Connect (http://www.myinterfase.com/kzoo/employer)
- Use either Internet Explorer or Firefox (Chrome does not support some important functions.)

Verify if there is an existing User Profile – please double check as Profiles are often created internally
- If you are an existing user and know your username and password, enter the information and click, “Login”
- If unsure whether or not you have a User Profile, check by entering the following:
  - Username: Lastname_Firstname
  - Click “Forgot your password?”
  - Enter Username
- If you have a User Profile you will receive an email with a temporary password.
- If you get the message “The user id could not be found” click “Return To Login Page” and follow “New User” instructions below.

New Users: If you do not have a User Profile (see above to double check before proceeding), click on “Click here to Register!”

- Search for your Organization, **if there**, select your organization and click “Continue”.
- Add your contact information.
- Click on the “Register” button.
- Click on the “Submit” button.

- **If your organization is not listed**, click on “Can’t Find Your Organization”.
- Complete all sections. Required fields are marked with an asterisk*
- Click on the “Register” button.
- Click on the “Submit” button.

**NOTE:** If you are a new user, your account will be in **pending** status but you are still able to register for the Recruiting Expo. Please continue to **STEP 2** below, to continue your Recruiting Expo registration.
STEP 2

Register for a Career Event:

- Hover over the “Career Events” menu. Click on the “Search” submenu.
- Click the “Search” button on the “Event Search” page.
- You will see a list of all current Career Events.
- To view details, click on the Career Event’s name.
- Click on the “Register Now” button.
- Complete the “Registration Information” page and select “Continue”.
- **Employers:** At the top of the next page, the “Profile Information” page you will have the opportunity to link an existing job or add a new job
  
  o **Link an Existing Job:** Existing jobs will be listed at the top of the page. To link this job to your career event registration, select the box listed to the “Job ID#”. You will see a check mark appear.
  
  o **Adding a New Job:** To add a new job select “Add New Job”. A dialog box will appear asking if you want to leave the page. Select, “Leave this Page”. You will be redirected back to the “Profile Information” page after you enter the job information. Fields with an * are required. Fill out as much information as possible to make the job posting complete and select “Save”. You will then be redirected back to the “Profile Information” page. You will now see the job pending under the career event “Profile Information” page. It should be listed under link jobs with a check mark next to the “Job ID#”

- Complete the “Profile Information” page
- Select “Continue”

After completing your registration you will see, “You successfully registered for this event.” Please be aware your registration will still be pending. Once it is approved you will receive your confirmation email.

NOTE: Once your registration is approved you will be emailed by our office with confirmation. If you do not receive your confirmation email within 48 hours, please contact Pam.Sotherland@kzoo.edu. To make changes to your career event registration after your registration is approved you will also need to contact our office. See FAQs

FAQ

**How can I modify my registration or add a job after my registration has been approved?**

Once your registration has been approved by our office you will not be able to edit your registration or link a job to your career event registration without contacting the office. If you would like to modify your registration, please list the details/wording that you would like used and email this information to Pam.Sotherland@kzoo.edu. To add a job and have it linked to your career event registration log into K-Connect, hover over “My Jobs” and select “New Job.” Fill out as much information as possible on the posting. After selecting save, copy the Job # and title at the top of the page and email Pam.Sotherland@kzoo.edu informing her that you would like to have the job linked to your career event registration.

**I’m attempting to log into K-Connect, I am an existing user but my password is not working.**

If you are having issues with logging into K-Connect and you are not a new user, please email Pam.Sotherland@kzoo.edu. If you are a new user please follow the instructions listed in STEP 1.
**How do I know if my company is registered in K-Connect?**
Enter K-Connect as a new user and you will be able to search for your organization. Details are listed in STEP 1.

**I am registering my organization for the event but I am not the recruiter attending. What contact information should I provide?**
The contact information that is entered into K-Connect will be used for all correspondences about the event. Please provide the contact information for the person attending or the information for the person disseminating the information to the recruiter(s) attending. At any time, if the information needs to be updated it may be emailed to Pam.Sotherland@kzoo.edu and the information will be updated within our system.

**Can I choose my location in the room?**
The registration system does not allow for you to select a location. Locations will be provided at the event check-in table.

**Is there a cost for the event?**
No, there is not a registration cost for an information table or information session at the 2014 Fall Recruiting Expo.

**How do I cancel my registration?**
If you are unable to attend and need to cancel your registration please email Pam.Sotherland@kzoo.edu.