How to Register for the WSU Career Services Events

1. Go to the WSU Career Services website:  [www.weber.edu/careerservices](http://www.weber.edu/careerservices)

2. Locate the CareerConnect login box on the left side of the page. Select the “EMPLOYER” tab at the top of the box.

3. Use the following instructions:
   a. If you already have an account on WSU CareerConnect, enter your username and password to log in.
   b. If you do not have an account, create one by clicking the “REGISTER” link below the CareerConnect login boxes. After submittal, account requests may take up to 24 hours to process.
   c. If you have an account but have forgotten your username or password, please call Career Services at 801-626-6393 for assistance.

4. Once you have successfully logged onto the system click “CAREER EVENTS” and “SEARCH” on upper menu bar. If you do not see the Career Events tab, call us and we will add it to your profile.

5. Search for event by selecting “CAREER FAIR” and “SEARCH”.

6. Locate the event you would like to attend and click “REGISTER” next to the event.

7. Complete each section on the registration screen.
   a. **Profile Information Section:** Please take the time to carefully select the majors you would like to recruit, as these selections will be used in marketing the fair. Also, please update your information if it is incorrect or has changed.
   b. **Payment Section:** Select the form of payment you desire. Credit card payments can be made directly through the system (this method is encouraged).

8. Add any additional attending recruiters and then select “CONTINUE”.

9. Mark the appropriate fee selections and number attending, and then “SAVE”.

10. If you are paying by credit card a screen will prompt you to input your credit card information. If you are paying by check you will receive an invoice via e-mail with payment instructions.

   **NOTE:** Your booth will not be reserved until both registration and payment are received.

11. A receipt will be sent to you via email once your registration has been approved. Watch for detailed information regarding the event within a few weeks of the upcoming event.

12. If you have questions please contact our office at 801-626-6393. We look forward to seeing you at the fair!