ALL IVY ENVIRONMENTAL AND SUSTAINABLE Development Career Fair

# EMPLOYER REGISTRATION INSTRUCTIONS



**Step 1:** Access the registration page either by clicking here or navigating directly to the All Ivy website. Then, scroll down to find the employer registration link via Symplicity.

### All Ivy Environmental and Sustainable Development Career Fair

#### About

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#### Participents

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#### Employees

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#### Registration

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## Registration

Employer Registration is now open. Register via Symplicity @

Student Registration is now open! <u>Register via Symplicity</u> ♂. needs to be verified manually.

**Step 2**: <u>NEW USERS</u> - On the right hand side of the page, click the "Sign up" button.

**Step 3**: <u>NEW USERS</u> - Enter your employer information into the sign up form. When finished completing the sections, hit submit.

\*NOTE: There will be a *short delay* as your status needs to be verified manually. Once \_\_\_\_\_your account has been approved, you will be able to sign in. \*Your email address will be your username.





Columbia Climate School	
Employer Sign In Please enter your email and password.	
Usemame (your email address)	
Password	
Sign In	
Forgot Password	

**Step 4**: Once you are signed in and if you are already on the <u>All Ivy Career</u> Fair page, click on "Register".

All Ivy Environmental and Sustainable Development Career Fair The All Ivy Career Fair 2024 Feb 21 12:00 PM - Feb 23 3:00 PM

\*If you are not on the "All Ivy Career Fair page", you can either <u>click here</u> or head to the "Events" tab on the left side menu > drop down to "Career — Fairs" and click on that > click on the "All Ivy Career fair" > Click "Register".



**Step 5**: After clicking on "**Register**", you will be brought to the registration form that you must fill out.

- You will have option to select the "All Ivy Fair" as well as additional "Virtual Pre-event Employer info sessions" (which is optional).
- You will also have an option to pay for the fair via credit card or check. If you choose to pay by check, you will receive a separate invoice by email.
- Once you are done filling out the registration form, you will be fully registered for the fair!



Please note that when "check" is selected, the credit card information fields are not required, and vice versa.

check O credit card

Payment Method\*

# **Questions or Concerns?**

Please contact:

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