

# ALL IVY ENVIRONMENTAL AND SUSTAINABLE DEVELOPMENT CAREER FAIR

## STUDENT REGISTRATION INSTRUCTIONS





**Step 2: RETURNING USERS** - If you already have an account, simply sign into your account with your school email address and password (your username will be your email address). If you have forgotten your password, click on “Forgot Password” to reset. **Skip Step 3** if you are a *returning user*.

**Step 2: NEW USERS** - On the right hand side of the page, click the “Sign up” button.

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

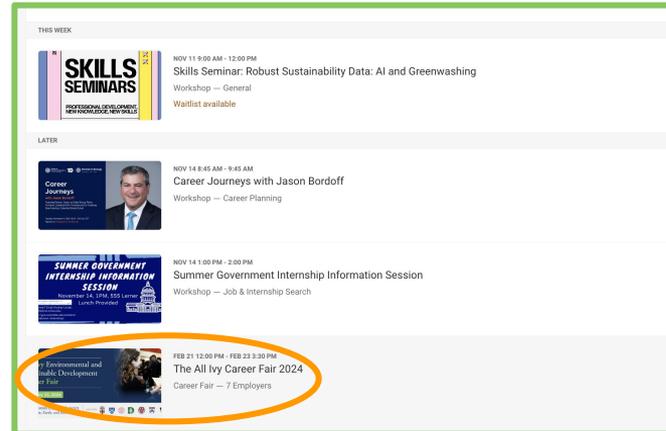
**\*NOTE:** There will be a *short delay* as your student status needs to be verified manually. Once your account has been approved, you will be able to sign in. **\*Your email address will be your username.**

A screenshot of the Columbia Climate School sign-up form. The header includes the school logo and a hamburger menu icon. The form has three tabs: "Student/Alumni Sign In", "Forgot my password", and "Sign Up" (which is active). Below the tabs is a note: "\* indicates a required field". A paragraph of text asks if the user has problems logging in and provides contact information for Caitlin at Czarro@climate.columbia.edu. The form fields are: "Student ID \*" (with a note: "For Columbia students this is your UNI. For other universities please provide your student ID number."), "Full Name \*" (with a note: "Enter your full name (first mi last)."), "First", and "MI".A screenshot of the Columbia Climate School sign-in form. The header includes the school logo. The form has a "Sign In" title and a "Sign In With Google" button. Below this is an "OR" separator and a paragraph of text: "Please enter your UNIVERSITY EMAIL and account password. Student accounts made with a non-university email are subject to deletion. Are you having problems logging in? Please try to delete the cookies on the page, disable popup blocker, try in an incognito window, or try another browser. If problems persist, email Caitlin at Czarro@climate.columbia.edu". The form fields are: "Username (Your email address)" and "Password". At the bottom are two buttons: "Student/Alumni Sign In" and "Forgot Password".

**Step 4:** Once you are signed in and if you are already on the [All Ivy Career Fair page](#), click on “Attend” and that should register you for the fair.

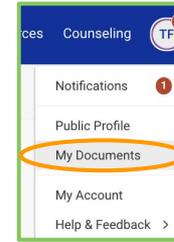


*\*If you are not on the “All Ivy Career Fair page”, you can either [click here](#) or head to the “Events” tab in the upper right hand corner. Then, search “All Ivy” in the search bar or scroll down and click on the “All Ivy Career fair”. Once you are on the Career Fair page, click on “Attend” which should register you for the fair.*

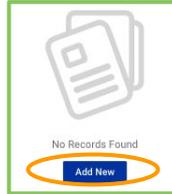


# Uploading resume

To upload your resume, head to the upper right hand corner and click on the circle icon with your initials. Then, click on “My Documents”



Click on “Add New”



Label name of document and select resume then click submit

**Opt-In Resume Book for All Ivy:** Click on the Opt-In Resume Book tab >

Documents

**Opt-In Resume Book**

Portfolio

- Select from the drop down menu of which resume you would like to add
- From there, your resume will automatically be added so any employers who attended the Career Fair will have access to your resume

## Questions or Concerns?

Please contact:

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