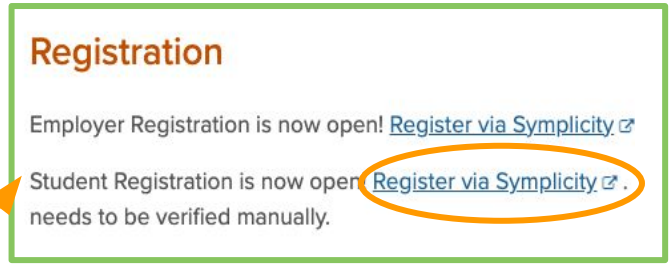
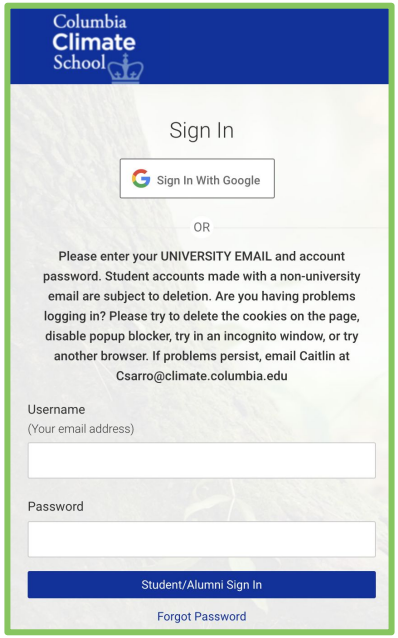
# All Ivy Environmental and Sustainable Development Career Fair

# STUDENT REGISTRATION INSTRUCTIONS

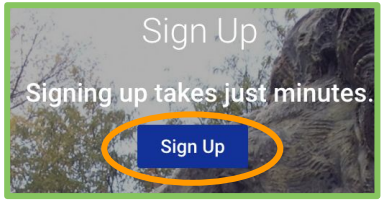
**Step 1:** Access the registration page either by clicking **here** or navigating directly to the All Ivy website. Then, scroll down to find the student registration link via Symplicity.



**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.***

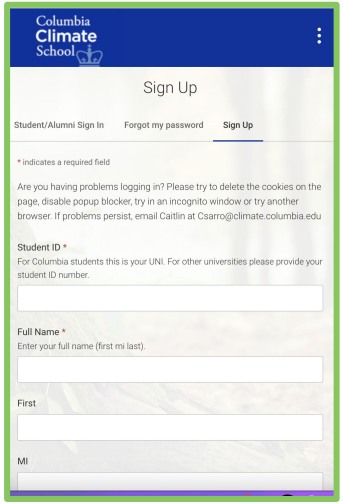



**Step 2**: ***NEW USERS*** **-** On the right hand side of the page, click the "Sign up" button.

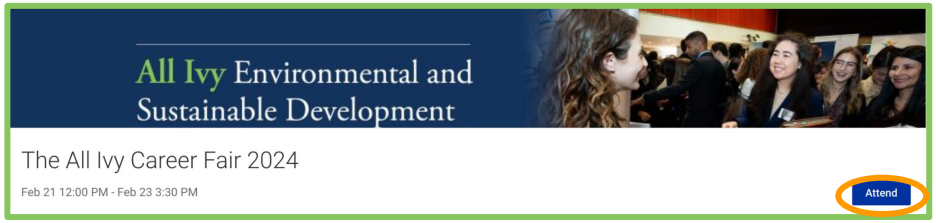



**Step 3**: ***NEW USERS*** **-** Enter your information into the sign up form. When finished completing the sections, hit submit.

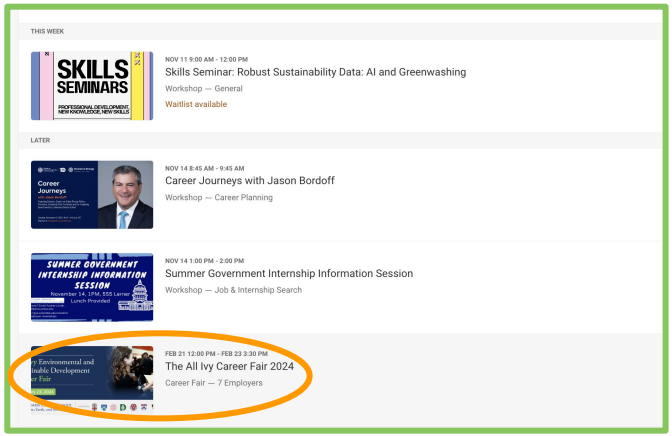
***NOTE:** There will be a *short delay* as your student status needs to be verified manually. Once your account has been approved, you will be able to sign in. *Your email address will be your username.



**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.

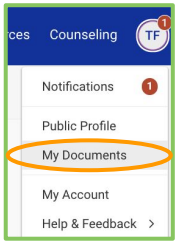



***If you are not on the "All Ivy Career Fair page"**, you can either click here or head to the "**Events**" tab in the upper right hand corner. Then, search **"All Ivy"** in the search bar or scroll down and click on the **"All Ivy Career fair".** Once you are on the Career Fair page, click on "**Attend**"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

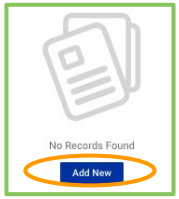


# Uploading resume

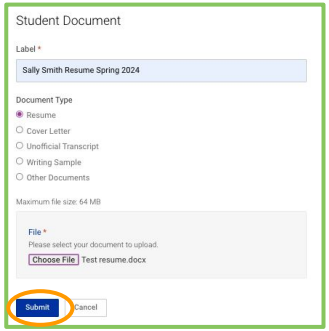
To upload your resume, head to the upper right hand corner and click on the circle icon with your initials. Then, click on "**My Documents**"




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 >

- 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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