

ALL IVY ENVIRONMENTAL AND SUSTAINABLE DEVELOPMENT CAREER FAIR

STUDENT REGISTRATION INSTRUCTIONS

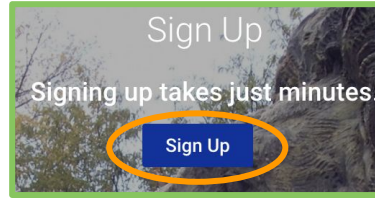


Step 2: RETURNING USERS - If you already have an account, simply sign into your account with your school email address and password (your username will be your email address). If you have forgotten your password, click on “Forgot Password” to reset. **Skip Step 3** if you are a *returning user*.

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.

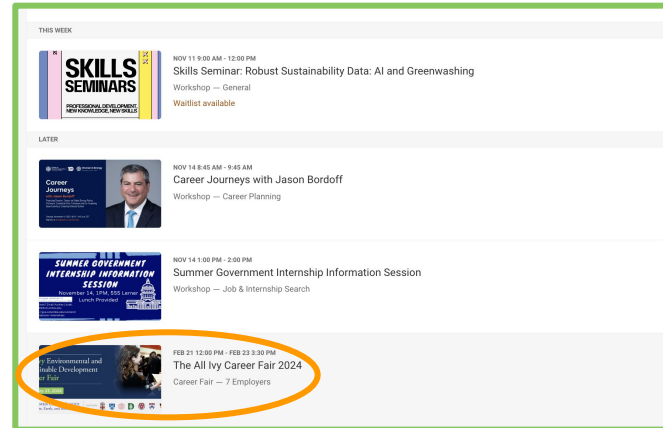
***NOTE:** There will be a *short delay* as your student status needs to be verified manually. Once your account has been approved, you will be able to sign in. ***Your email address will be your username.**

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". 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 that is an "OR" separator. A paragraph of text asks the user to enter their university email and account password, and provides troubleshooting advice and contact information for 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.

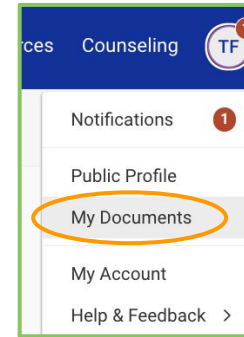


**If you are not on the “All Ivy Career Fair page”, you can either [click here](#) or head to the “Events” tab in the upper right hand corner. Then, search “All Ivy” in the search bar or scroll down and click on the “All Ivy Career fair”. Once you are on the Career Fair page, click on “Attend” which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

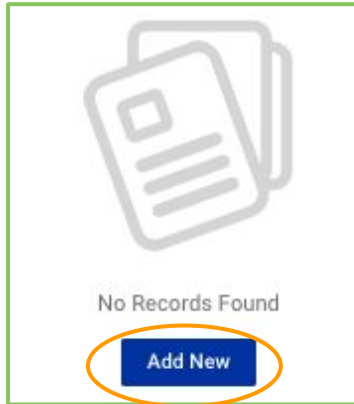


Uploading resume

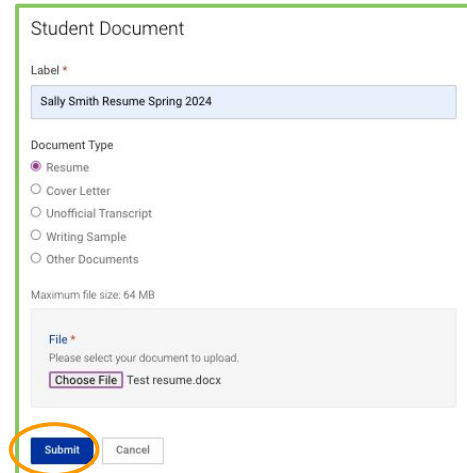
To upload your resume, head to the upper right hand corner and click on the circle icon with your initials. Then, click on **“My Documents”**



Click on **“Add New”**



Label name of document and select resume then click submit

A screenshot of a 'Student Document' form. The form has a title 'Student Document' and a 'Label *' field containing 'Sally Smith Resume Spring 2024'. Below this is a 'Document Type' section with radio buttons for 'Resume' (selected), 'Cover Letter', 'Unofficial Transcript', 'Writing Sample', and 'Other Documents'. A note indicates 'Maximum file size: 64 MB'. There is a 'File *' section with the instruction 'Please select your document to upload.' and a 'Choose File' button next to the text 'Test resume.docx'. At the bottom, there are two buttons: 'Submit' (highlighted with an orange oval) and 'Cancel'. The entire form is enclosed in a green rectangular border.

Questions or Concerns?

Please contact:

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