

A Guide on Registering for a Virtual Career Fair

****All career fairs will be virtual for the Fall 2020 semester.****

- 1) Students will need to register on Cougar Jobline for the career fair(s) they would like to attend. You can do this by logging into your Cougar Jobline account at: <https://siue.12twenty.com/>
- 2) On your home screen, you may see the career fairs under “Recommended Events” or you can click on “Events” on left side of the screen.
- 3) Some events like career fairs allow employers and students to register for the event which gives you the opportunity to see a list of all the employers that plan to attend the event.
- 4) In order to register for the career fair, you will need to click the blue register button at the top right of the page.
 - On the Event page, you will be able to click on the “**Employers**” tab to view and search through a list of all attending employers. This allows you to do your research before the event start date.

Public Interest Job Fair ☆
Bronx Defenders
Job Fair | Thursday 1/10/2019, 6:00 AM - 1:00 PM PST
Student Registration Period: 7/1/2016, 6:00 AM - 1/9/2019, 2:00 PM PST

Event Details Employers

General Information
Practice Area
Employment Type
Description
Other Information
There is no other information specified.

Event Info
Event Format: On Campus
Where: North Quad Courtyard
Target Audience: 2012, 2013, 2014, 2015, 2016, 2017
Dress Attire: Business Casual
Registrants: 15

- 5) Once you have clicked to “Register” for the event, you may be required to submit your resume to confirm your registration. You will be prompted to upload the necessary document(s) on the next page.

Public Interest Job Fair

Bronx Defenders

Job Fair | Thursday 1/10/2019, 6:00 AM - 1:00 PM PST

Student Registration Period: 7/1/2016, 6:00 AM PDT - 1/9/2019, 2:00 PM PST

Please upload all application documents in PDF format. If needed, please see [instructions](#) for converting word files to PDF.

Resume (required)

Upload New

Existing

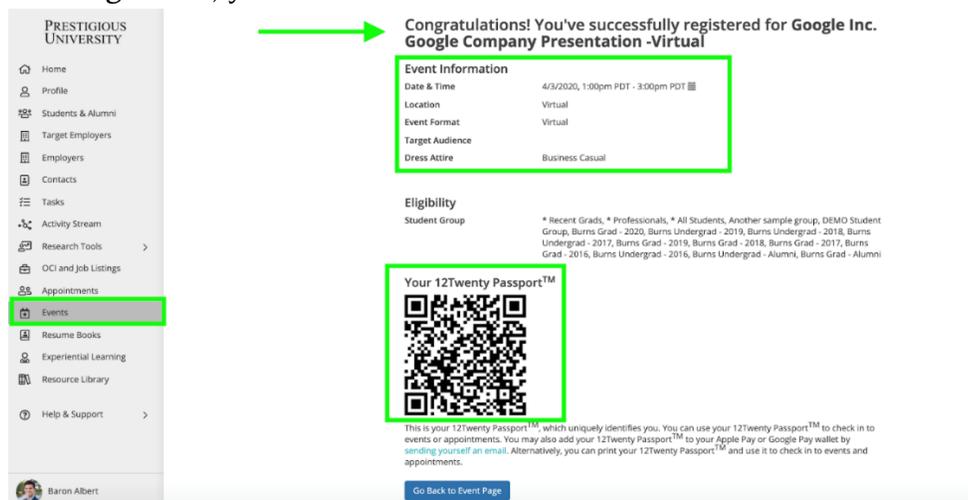
Please name the file

Choose File No file chosen

Cancel

Register

6) Once you are registered, you will see a confirmation screen



7) You will also receive a confirmation email with your Cougar Jobline Passport attached (if enabled) and you can add the Cougar Jobline Passport, QR code, to your mobile (Apple Wallet or Android Pay)

- The Cougar Jobline Passport can be used for easy check-in to any event or appointment you booked in the system. Simply present the QR Code and a school admin can scan it to check you into the event or appointment.



8) If this is a virtual event, you will need to register on Premier Virtual platform once you receive the link to the event.

Registering on Premier Virtual Platform:

- 1) You will need to click on the link from your email or on the event in your Cougar Jobline account because each event has a unique link. If you have not received the link, please contact the Career Development Center at 618-650-3708 or careerdevelopment@siue.edu.

- 2) Once you click on the link, you will have to enter your email. Then you should see the job seeker registration form. Please fill out the form.

Register

First name Last name

Phone

RESUME - PDFS ONLY

Password Confirm password

By clicking "Create account", I accept the [Terms of Service](#). CANCEL CREATE ACCOUNT

- 3) You will need to upload your resume by clicking on “Resume- PDFS ONLY”. Please use your resume that has been approved by the Career Development Center. This will be the resume you exchange with employers during the event. Click “Create Account” in the bottom right corner.
- 4) On the next screen, you will need to answer the questions and click “Register”.

Register

Current SIUE student: Are you attending for a course requirement? If so, what is the course code? *

Current SIUE student: What is your e-Id? *

Current SIUE student: What is your 800#? *

CANCEL REGISTER

- 5) Training provided by Premier Virtual for students at:
https://www.youtube.com/watch?time_continue=15&v=lxwFR3Sxbb4&feature=emb_logo
- 6) Once you register for the event, please upload your picture and setup your profile before the event date.



If this is a virtual event, you will need to register through BOTH Cougar Jobline and the Premier Virtual career fair platform. If you need assistance, please contact the Career Development Center at 618-650-3708 or careerdevelopment@siue.edu.