

## HOW TO CREATE AN EMPLOYER ACCOUNT

Step 1: Direct your internet browser to: <https://bauer-uh-csm.symphlicity.com/employers/index.php>

Step 2: Click on the “**Employer Registration**” link. If you are looking to register for an account and already have a job description ready for a job posting, you can click on “**Register And Post Job**” to save time.

### Employer Registration

Employer Registration for a new account.

Employer Registration ▶

Register And Post Job ▶

Step 3: Fill out the web form to completion. All fields designated by the red asterisk are required.

- All employer registrations must have the following:
  - Fully functioning company website
  - Company domain specific email address (we do not accept registrations with email addresses containing personal domain names such as Yahoo, Gmail, Hotmail, etc.)
  - Complete “**Description**” statement. Most often you can copy and paste the “about us” section of your company website here.
  - Choose only **ONE** industry for your organization. We realize that your business may have multiple functions, but we ask that you choose the one industry that aligns the best with your company.
  - Agree to “**Policy Affirmation**” at the bottom of the form

Step 4: Click “**Submit.**”

### ***What happens to my registration once it is submitted?***

A member of the Rockwell Career Center’s Employer Services Team will review your registration. If we have any questions or need more information, you will be contacted. Upon approval of your registration by an administrator, you will be notified via email. Employer registrations could take up to 24 hours to be approved. Please be advised that in the event more information is needed regarding your registration, the approval process could exceed 24 hours. If the above criteria are not met, this is most often the reason for any delays in approval.