

HOW TO NAVIGATE THE VIRTUAL CO-OP + CAREER FAIR

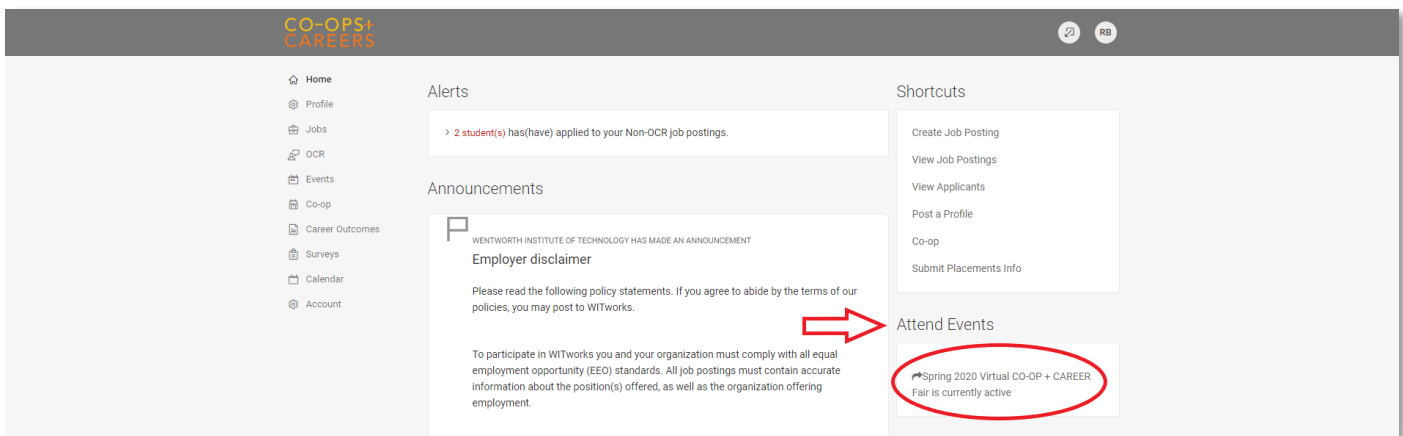
Register for the Fair

If you have an existing WITworks account, Sign In with your account information: <https://wit-csm.symlicity.com/employers>.

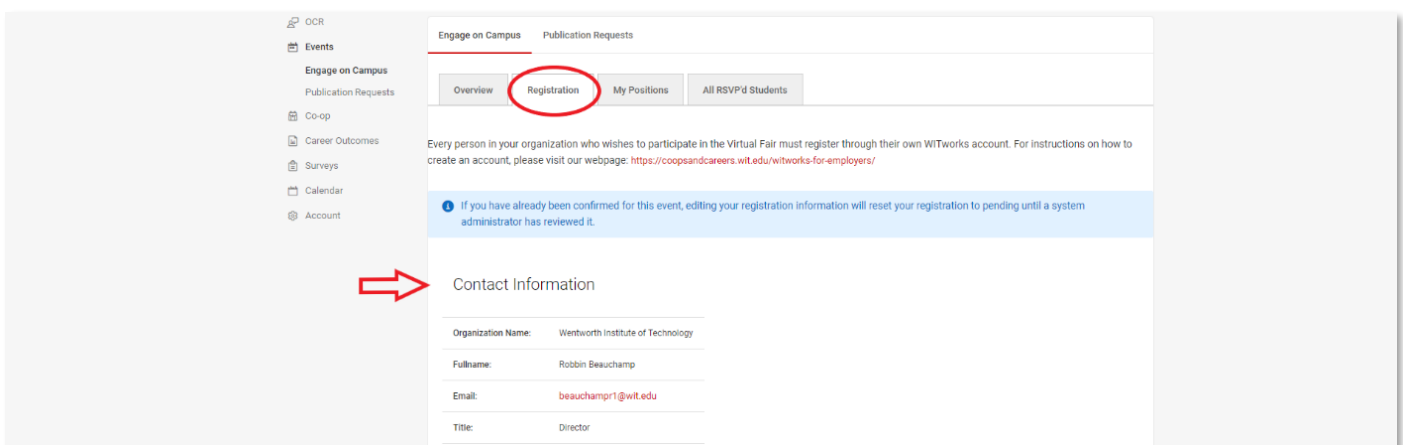
- Need to create an employer account? Select “Sign Up”, fill in all required fields and make sure to “Submit” the form.

**You will receive e-mail confirmation with a link to sign in once your new account request has been approved by a member of our office.*

Once signed in, navigate to the Attend Events section:



Select “Spring 2020 Virtual CO-OP + CAREER Fair” to access the Registration Page:



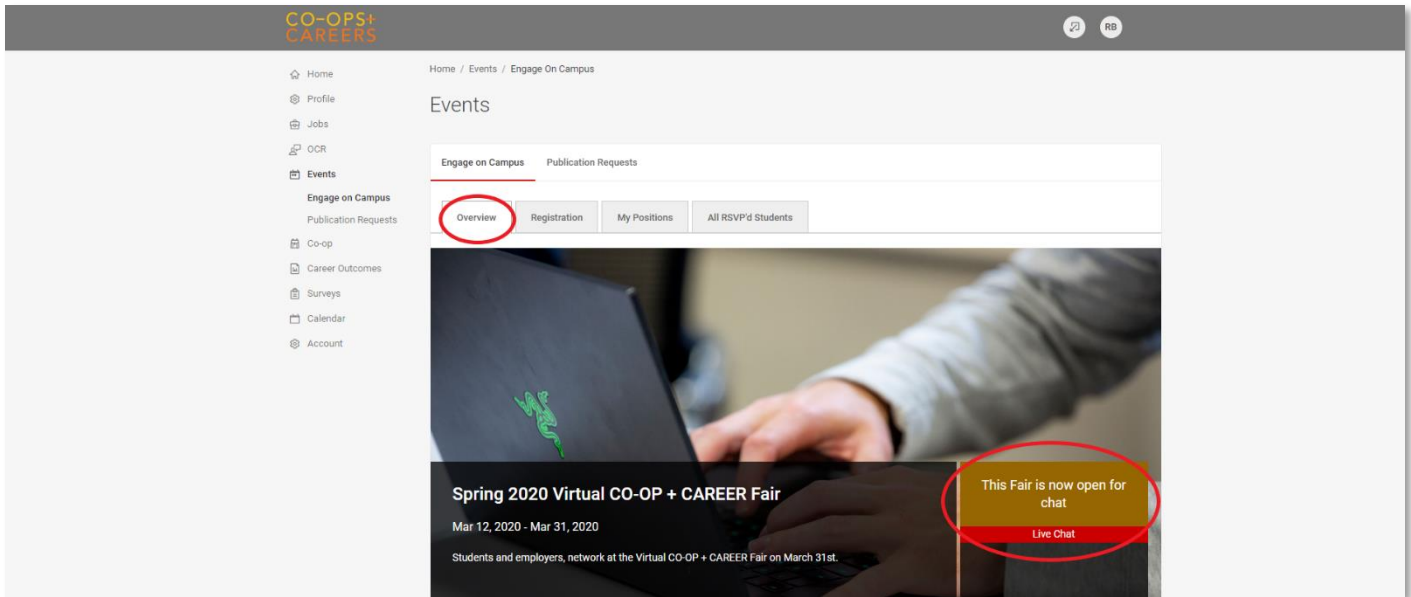
Fill in all required Contact Information and make sure to “Submit” your registration. You will receive a confirmation email titled *Registration Confirmation: Spring 2020 Virtual CO-OP + CAREER Fair* with a link to the Virtual Fair.

**Note: All representatives must register individually to participate. Employers will not have the ability to register more than one representative under the same registration.*

Open the Event

Sign In to WITworks: <https://wit-csm.simplicity.com/employers>.

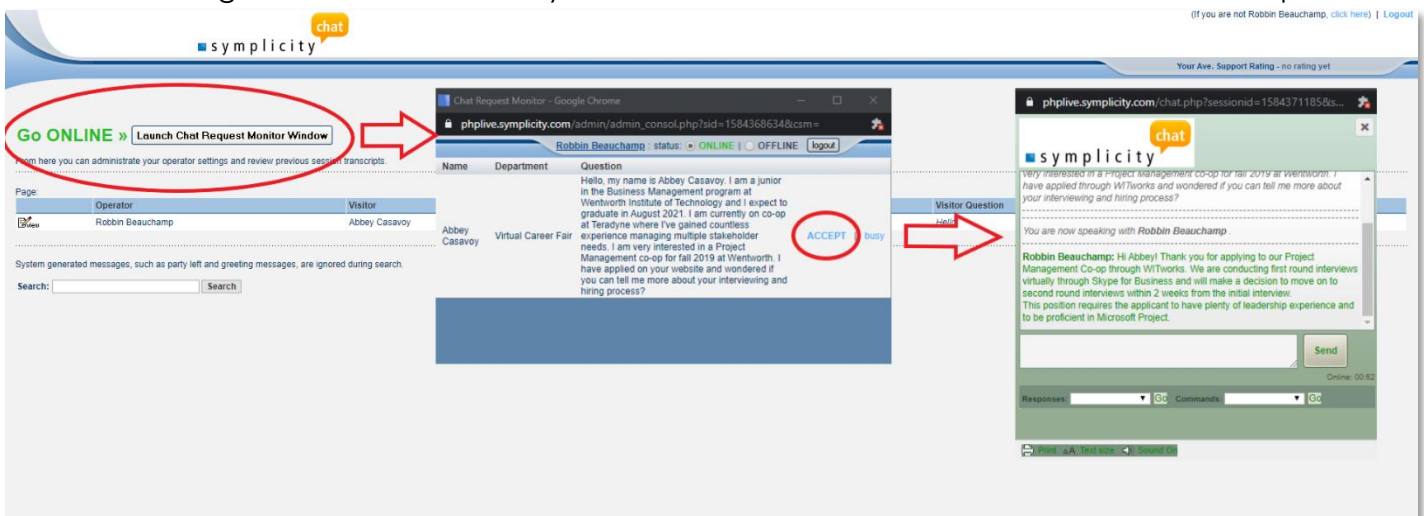
- From the homepage, navigate to Events > Engage on Campus > Spring 2020 Virtual CO-OP + CAREER Fair
- Once the event has started, select "Live Chat":



This action will open a new window for chatting.

Engage with Students

As an employer, you will not have functionality to initiate conversation with student/alumni attendees. To signal to attendees that you are available to chat, select "Launch Chat Request":



Once **ONLINE**, student messages will populate in the Chat Request Monitor Window. You will have 2 minutes to Accept chats or they will be deleted.

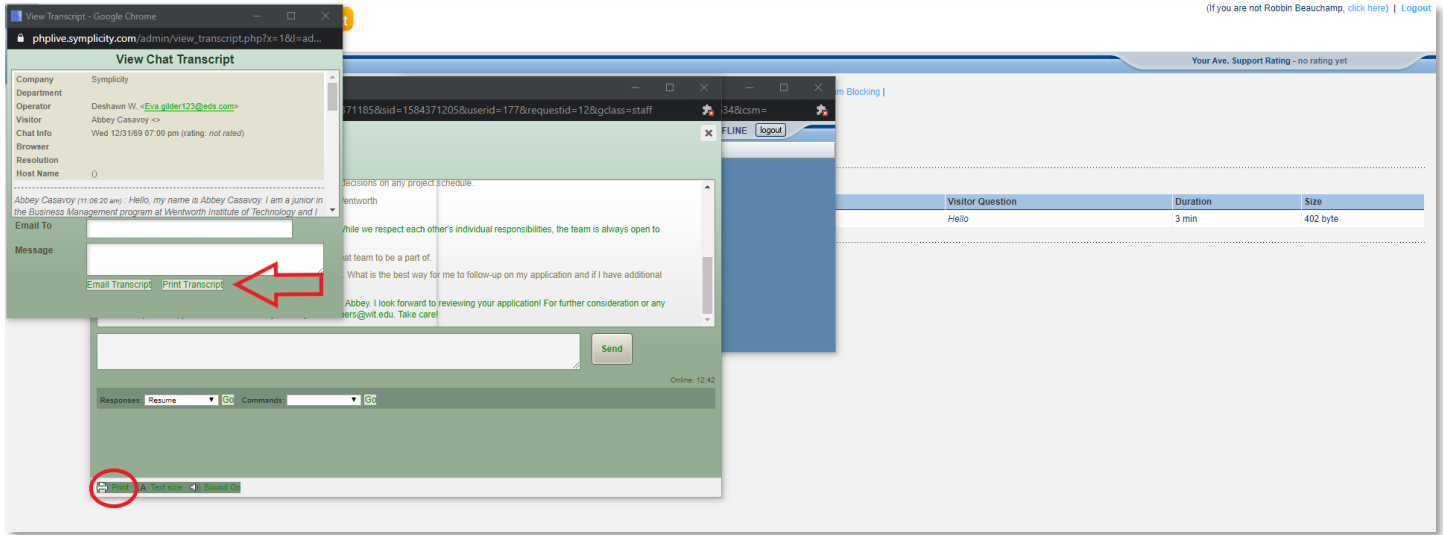
- Accepting a chat request will open a private chat window. Please make sure to Enable Pop-ups in your browser settings to allow for Chat Pop-ups!

Create Canned Responses

You may find it useful to pre-write Canned Responses which will populate in the Responses drop-down of the Chat Pop-up Window.

End a Chat

Before closing out a chat, (this will permanently end your conversation), consider printing or emailing your Conversation Transcript:



Request a Resume Book

Once the Virtual CO-OP + CAREER Fair has opened, you may request a Resume Book for All RSVP'd Students or select specific attendees from the list.

Events > Engage on Campus > All RSVP'd Students > Generate Publication

