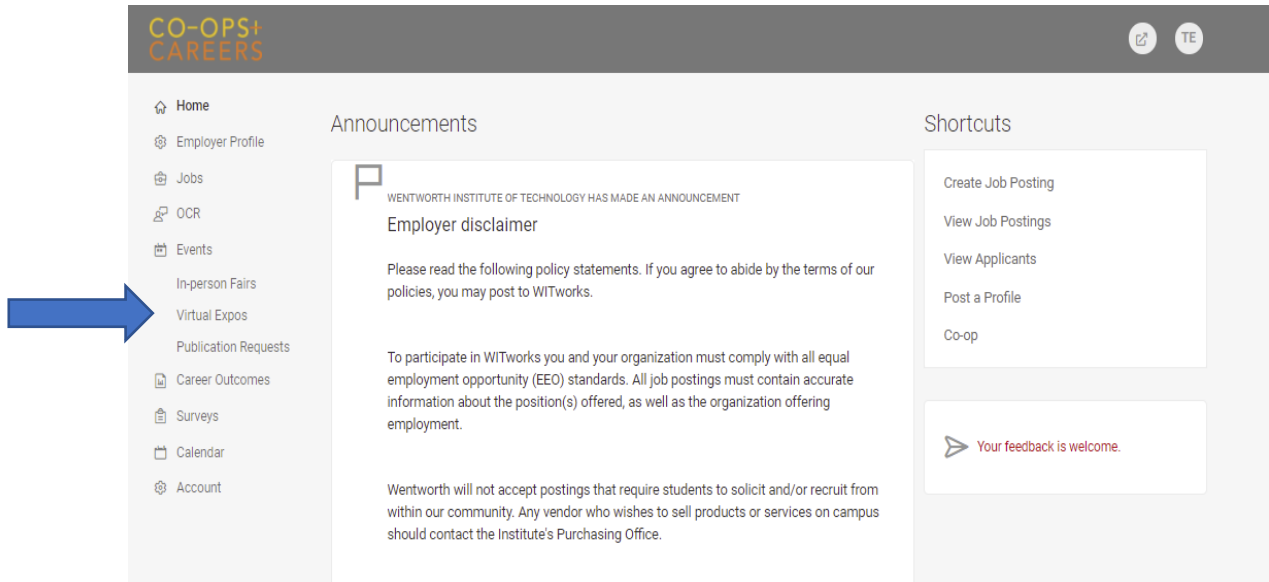


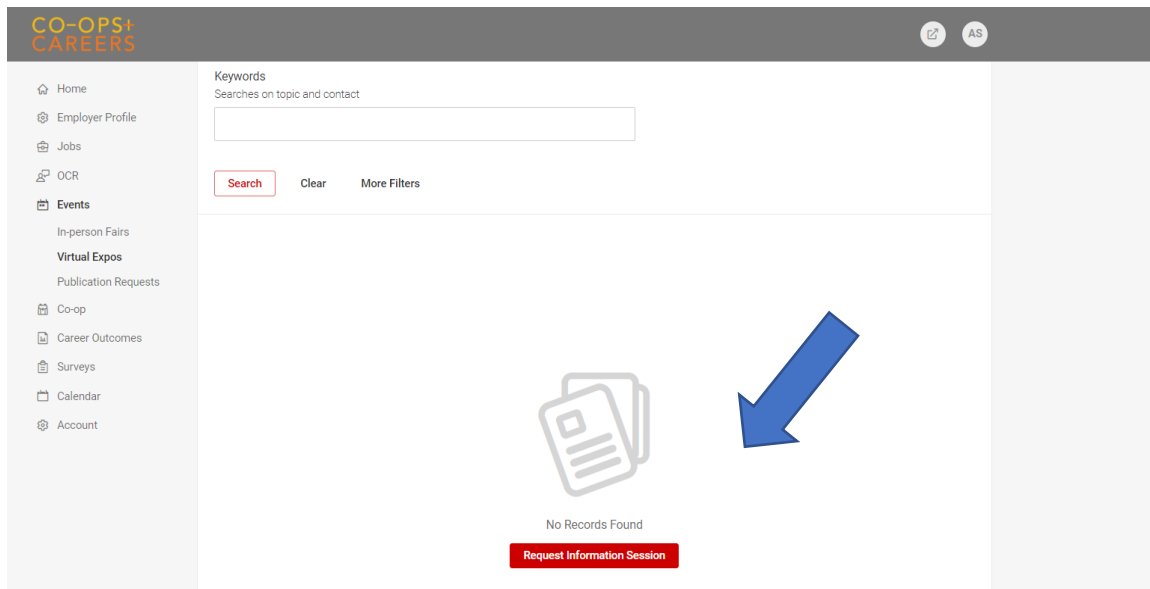
1. Log in to WITworks: <https://wit-csm.symplicity.com/employers/>

If you have forgotten your password or are unable to log in, please reach out to CO-OPS + CAREERS at 617.989.4188 or e-mail Chris McIntyre at [mcintyre@wit.edu](mailto:mcintyre@wit.edu).

2. Navigate to the 'Events' tab on the left-hand side of your home screen. Click that, and then click the Virtual Expos subtab.



3. Near the bottom of the Virtual Events page, click on the red 'Request Information Session' button.



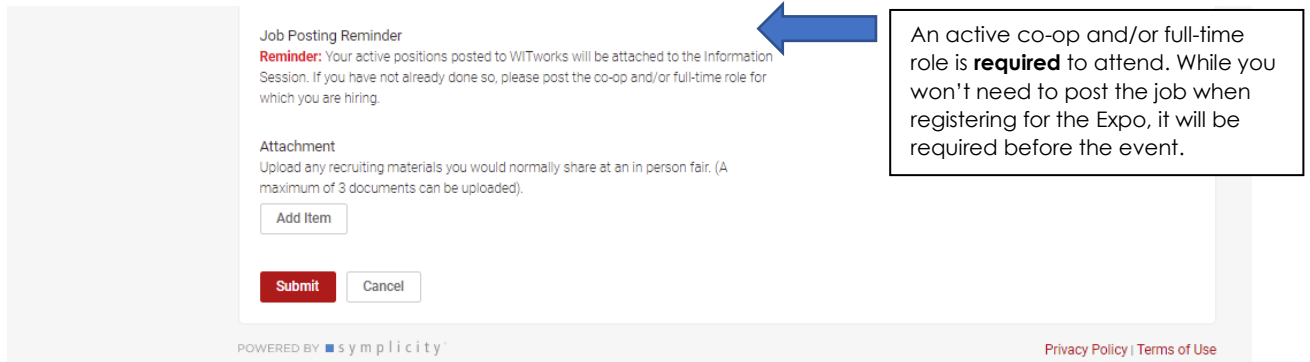
## 4. Fill out the necessary information.

The screenshot shows the registration form for a virtual expo. The left sidebar contains navigation links: Home, Employer Profile, Jobs, OCR, Events, In-person Fairs, Virtual Expos, Publication Requests, Career Outcomes, Surveys, Calendar, and Account. The main form area includes:

- Buttons:** Submit (red), Cancel (white).
- Type \***: A dropdown menu with the selected option "Virtual CO-OP + CAREER Expo June 8+10, 2021".
- Allow RSVP:** Radio buttons for "Yes" and "No".
- Session Length \*:** Radio buttons for "2 Hours" and "3 Hours".
- Start \*:** Date and time pickers. The date is "2021-04-06" and the time is "03:00 pm".
- End \*:** Date and time pickers. The date is "2021-04-06" and the time is "03:00 pm".
- Reminder:** Radio buttons for "Yes" and "No".
- Description of Event:** A rich text editor with a toolbar and a text area.
- Recruiting Majors \*:** A dropdown menu with "[select]" and a "Clear" button.
- Virtual Meeting Details \*:** A rich text editor with a toolbar and a text area.


Callout boxes with blue arrows point to specific fields:

- Type \*:** Select 'Virtual CO-OP + CAREER Expo June 8 + 10, 2021' from the 'Type' drop-down menu.
- Session Length \*:** The Expo will consist of consecutive 30-minute sessions for the duration of your selected timeframe. A 2-hour event will therefore have a total of 4 sessions and a 3-hour event will have 6 sessions.
- Start \*:** Sessions may start at either 2PM, 3PM, 4PM, or 5PM on either June 8 or June 10.
- End \*:** Your session end time should be 2 or 3 hours after your start time, depending on your selection of 'Session Length' above. End times can be no later than 7pm.
- Reminder:** While this event will not include 1-on-1 conversations, Wentworth CO-OPS + CAREERS is happy to help coordinate 1-1 virtual interviews after the Expo.
- Description of Event:** Use this to share more information about your organization with students to increase attendance.
- Recruiting Majors \*:** Please be as accurate as possible when selecting targeted majors.
- Virtual Meeting Details \*:** You are responsible for inputting your own video link before the Expo. While Zoom is WIT's preferred platform, you are free to choose any video platform students will be able to use. Other examples include Teams and GoToMeeting.



The screenshot shows a registration form with the following sections:

- Job Posting Reminder**  
**Reminder:** Your active positions posted to WITworks will be attached to the Information Session. If you have not already done so, please post the co-op and/or full-time role for which you are hiring.
- Attachment**  
Upload any recruiting materials you would normally share at an in person fair. (A maximum of 3 documents can be uploaded).
- 

At the bottom of the form, it says "POWERED BY  symlicity".

A blue arrow points from a callout box on the right to the "Job Posting Reminder" section. The callout box contains the text: "An active co-op and/or full-time role is **required** to attend. While you won't need to post the job when registering for the Expo, it will be required before the event."

5. Hit Submit. CO-OPS & CAREERS will follow up to confirm registrations.