IMPORTANT NOTE:
Google Chrome (preferred browser) or Firefox are required if you want the option to participate in video chats or view chat room broadcasts.

If using Internet Explorer – you MUST update to IE Version 11 or Edge

Questions: 770-980-0088 or events@careereco.com
If you already have an account with CareerEco, login to register.

New to CareerEco? Click “Register as an Individual” to create your account.

New Users: You will receive an email after registering and must verify your email address to access your account.

IMPORTANT NOTE: When registering for a Virtual Fair, you may need to answer fair-specific questions or add your school/degree details to complete your registration (screens not shown).
VERY IMPORTANT!
Update school information and other profile details

Upload your Resume
Note: Optional for grad school fairs

For Employment Opportunities, Uploading your resume is Required
Update Personal Details including important contact information

Add or modify School information

Upload Resume and other related Documents
Resume is only required for Career Fairs

Set Email preferences

Include your LinkedIn profile

Return to Fair List After Completing Profile

Update profile details
Organizations may send messages to your account. The number of unread messages waiting for you will appear next to “Messages” so click to review.
<table>
<thead>
<tr>
<th>Overview Organization</th>
<th>Come chat with us during the Virtual Fair!</th>
<th>Jun 5 03:07 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview Organization</td>
<td>We're looking forward to chatting with you during the Virtual Fair!</td>
<td>Jun 4 08:07 pm</td>
</tr>
<tr>
<td>Overview Organization</td>
<td>Please come to our chat session on March</td>
<td>Jun 4 07:41 pm</td>
</tr>
</tbody>
</table>

Click the Subject to review a message. Any unread messages will be in bold.

**Note:** You may have the opportunity to reply directly to the email received based on the messaging settings chosen by the organization rep.
PREPARE FOR THE FAIR:
Review the Organizations’ profiles and formulate quality questions before joining the Chat Sessions.

Click “Fair Details” to review each Organizations’ Profile, express your interest in specific organizations, and access the Chat Schedule.
Click to review Organizations’ Profiles and Express Interest in specific organizations *(see following slide)*

Review Organizations’ chat hours
Important: Click an organization’s name and review their profile before chatting.

Express interest in an organization by clicking the check mark (it will turn blue). Organizations will see you indicated interest.

Use drop-down menus to filter through the organizations listed that best fit your criteria.
Review job listings and be informed about available positions of employers that interest you, then formulate quality questions to ask in their chat sessions. (Not all employers post positions in the Virtual Fair system.)
<table>
<thead>
<tr>
<th>Organization</th>
<th>Topic</th>
<th>Status</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>CareerEco Virtual Events</td>
<td>Hosting an Event</td>
<td>Offline</td>
<td>No chat times posted for today</td>
</tr>
<tr>
<td>Example Enterprises</td>
<td>Engineering Internship Positions</td>
<td>Offline</td>
<td>No chat times posted for today</td>
</tr>
<tr>
<td>Fundraiser USA</td>
<td>Full-time and Co-op positions across all majors</td>
<td>Offline</td>
<td>No chat times posted for today</td>
</tr>
<tr>
<td>Overview Organization</td>
<td>About our Organization (Spanish Speakers visit here)</td>
<td>Offline</td>
<td>No chat times posted for today</td>
</tr>
<tr>
<td>Overview Organization</td>
<td>Engineering Programs &amp; Positions</td>
<td>Offline</td>
<td>No chat times posted for today</td>
</tr>
<tr>
<td>Overview Organization</td>
<td>Computer Science Jobs</td>
<td>Offline</td>
<td>No chat times posted for today</td>
</tr>
<tr>
<td>Overview Organization</td>
<td>Exploring Graduate School</td>
<td>Offline</td>
<td>No chat times posted for today</td>
</tr>
<tr>
<td>Preview Corporation, LLC</td>
<td>Preview Organization - Engineering Positions</td>
<td>Offline</td>
<td>No chat times posted for today</td>
</tr>
<tr>
<td>Sample Employer</td>
<td>Sales opportunities</td>
<td>Offline</td>
<td>No chat times posted for today</td>
</tr>
</tbody>
</table>

Note: Chat icons indicate a person’s chat status (Click “x” to hide this chat hint)

Select Chat Room & Click “Join Chat”

Depending on the event, you may be able to join multiple rooms at the same time.
Be Informed – Review the Organizations’ Profile pages

Organization Reps Listed Here

Click icon to left of Organization Rep’s Name to see more details

You and other Chat Visitors are Listed Here. For confidential reasons, Chat Visitors are unable to see one another’s full Last Name. (Your name only appears to other chat visitors with your First name and Last name initial)

Main Chat: Messages Typed Here are visible to all Chat Room visitors.

Click the 🔊 icon to manage your sound settings. You may choose to mute all sounds, or vary the way that the chat room alerts you to chat room activity.
If invited to a Private Chat, you will receive a notification (*yellow box*). Click on the Rep’s name to accept and open the private chat window.

**Note:** A number next to a Rep’s name indicates the missed message count.

**Important:** Private Chats are shown in between the Light Blue section and these chats are **ONLY** visible to that Organization Rep.
Click “Maximize View” to see only your Private Chat on the screen. “Minimize View” to see Main Chat Room responses simultaneously.

After accepting a Private Chat, a new chat window opens below. (Enter and send text in this area)
IMPORTANT: To receive video/audio broadcasts or join a video chat, you MUST log in using Google Chrome or Firefox!

You may need to adjust microphone/camera settings. Click camera icon in your url bar (may vary by browser).

Organization Rep’s video appears here. Reps may broadcast video and/or audio content to the entire room without viewing you or other chat visitors. **Note:** Reps may also request a Private Video Chat with you. *(see note above)* You will be able to be seen and heard only by the person who requested the video chat.

Your video appears here if you “Allow” a Private Video Chat. Video/Broadcast windows may be resized and moved around the screen.
Thank you for reviewing this Tutorial

Please contact us with any questions.

(770) 980-0088
events@CareerEco.com