Instructions for Employer Online Registration

1) Go to Website: https://www.myinterfase.com/ndm/employer/
2) Click on "Click Here to Register".
3) If new to the Notre Dame University of Maryland CSO site, click on "Can't Find Your Organization".

Registration » Organization

Begin by typing the name of your organization/company in the **Find Your Organization** search field.

- If your organization/company **name is listed**
  - check the box next to your organization/company name
  - click the **Continue** button
- If your organization/company **name is NOT listed**
  - click **'Can't Find Your Organization'** to complete a new registration

Find Your Organization:

[Can't Find Your Organization?]

Enter your organization name above.

4) Enter Employer Information (if new to the system):

Employer Information

*Organization Name:
Branch/Division:
Website:
*Industry: Accounting / Advertising/Marketing / Aerospace / Agriculture
*Address Line 1:
Address Line 2:
*City:
*State:
*Zip:
Country:
*Phone:
Fax:
Company Profile:
On-line Application Address ❓:
Majors:
[Add/Remove]
Include Company Info in Employer Directory ❓: Yes

5) Enter Contact Information (Personal Employee Account) and click on "Register" and then "Submit Profile" after this:

6.) Click on Career Events Search:

7) Search for Event:

8) Click on Register for "Career and Internship Fair":

Event Search Results   **[Change Criteria]**

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Career Event Name	Start Date/Time	End Date/Time	Location	Category	Action	Activity
Career and Internship Fair	4/21/2015 3:30 PM	4/21/2015 6:00 PM	MBK Gymnasium	Career Fair	Register	

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9) Complete Form:

Registration Information

Career Event Name:	Career and Internship Fair
*Organization Name:	CSO Research, Inc
Department:	
*First Name:	CSO
Middle Initial:	
*Last Name:	Employer
Address Line 1:	P.O. Box 340819
Address Line 2:	
*City:	Austin
*State:	TX
*Zip Code:	78734
Country:	
*Phone:	
Alt Phone:	
Fax:	
*E-mail:	
Website:	http://www.csoresearch.com
Show Contact Info:	No
Company Profile:	This would be my company's profile/about us.
Additional Information:	
Logo (must be a jpg or gif):	Browse… No file selected.

10) Click on Registration Fee to make sure registration goes through, select payment method and then click on continue:

Logo (must be a jpg or gif): [Browse...] No file selected.

Fees

Attendance Fees

	Title	Amount
☐	Registration Fee Registration is free. Checkbox/Item must be selected in order to complete the registration process.	$0.00

Item Fees

	Title	Amount
☐	Raffle Item-$50 We highly encourage you to choose this option, students will be using the gift card for academic and career purposes. The winner will be chosen at the end of the event	$50.00

Please select your Payment Method below. You will only be able to choose an option if there is a fee associated with this event.

Payment

Adjustment Description:
Amount Paid: 0
PO Number:
Pay Status: Not Paid
Payment Date:
Payment Method: [▼]

[Continue] [Cancel]

11) If applicable, add recruiter name and email:

Event Search > Event Registration > Attending Recruiters

Please add each recruiter that will be attending this event, **including yourself**:

1. Enter the Recruiter's Name and information. Click **ADD** after each addition.
2. Click **CONTINUE** after you have added all Recruiters.

Attending Recruiters

Recruiter Name	Recruiter Phone	Recruiter Email	Action
CSO Employer			[Edit] [Remove]

Add New Recruiter
*Recruiter Name: [   ]   Recruiter Phone: [   ]   *Recruiter Email: [   ]   [Add]

[Continue]

12) If applicable click on Job ID's, designate job category for which they will be recruiting for: and select continue to complete registration process.

Event Name: Career and Internship Fair

Profile Information

Link Jobs: **Select existing job(s) below or click [Add New Job]**

	Job ID	Job Title	Contact Name	Post Date	Expiration Date	Status
No records to display.						

Positions Available:

Majors:

Add/Remove

Degrees Sought: Certificate
Associate's
Bachelor's
Master's

*Job Categories: Account Management/Planning
Accounting/Auditing
Actuarial
Administration

Position Types: Co-op
Full-time Entry Level
Full-time Experienced
Internship

Work Authorization: Eligible to work WITH visa sponsorship now or in the near future
Eligible to work WITHOUT visa sponsorship

Continue