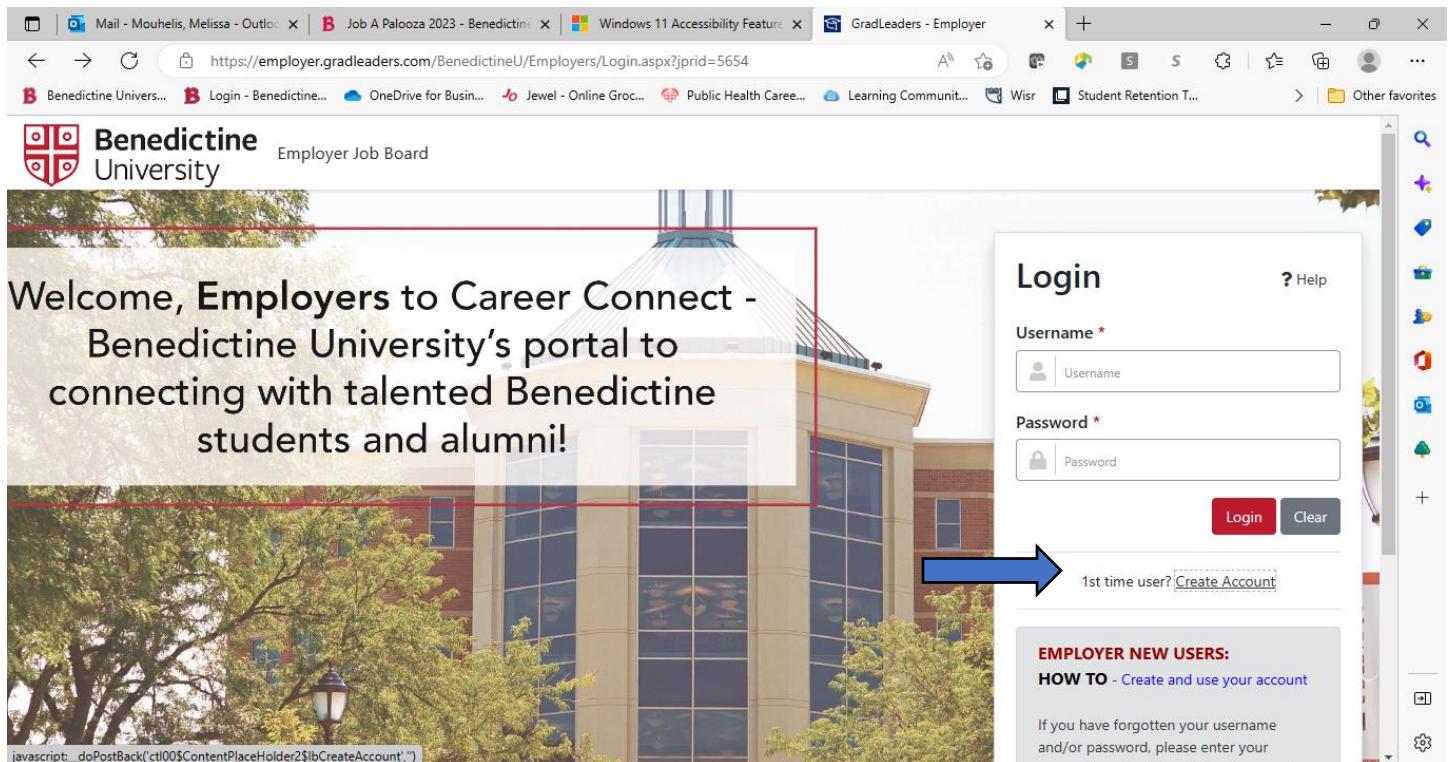


## INSTRUCTIONS TO CREATE AN EMPLOYER ACCOUNT AND REGISTER FOR JOB-A-PALOOZA

1. As a 1<sup>st</sup> time user, click “create account.”



Welcome, Employers to Career Connect - Benedictine University's portal to connecting with talented Benedictine students and alumni!

**Login**

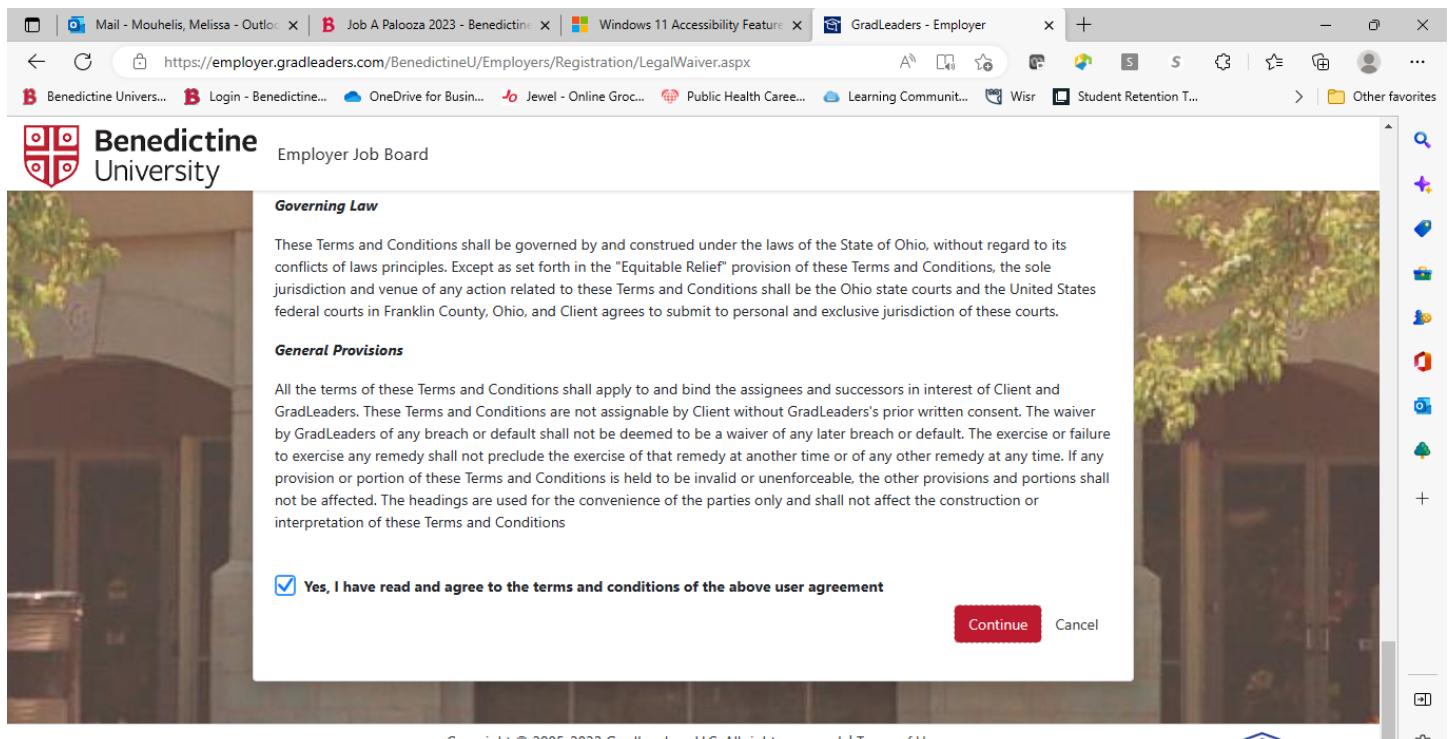
Username \*

Password \*

**EMPLOYER NEW USERS:**  
HOW TO - [Create and use your account](#)

If you have forgotten your username and/or password, please enter your

2. Accept the terms and conditions.



**Governing Law**

These Terms and Conditions shall be governed by and construed under the laws of the State of Ohio, without regard to its conflicts of laws principles. Except as set forth in the "Equitable Relief" provision of these Terms and Conditions, the sole jurisdiction and venue of any action related to these Terms and Conditions shall be the Ohio state courts and the United States federal courts in Franklin County, Ohio, and Client agrees to submit to personal and exclusive jurisdiction of these courts.

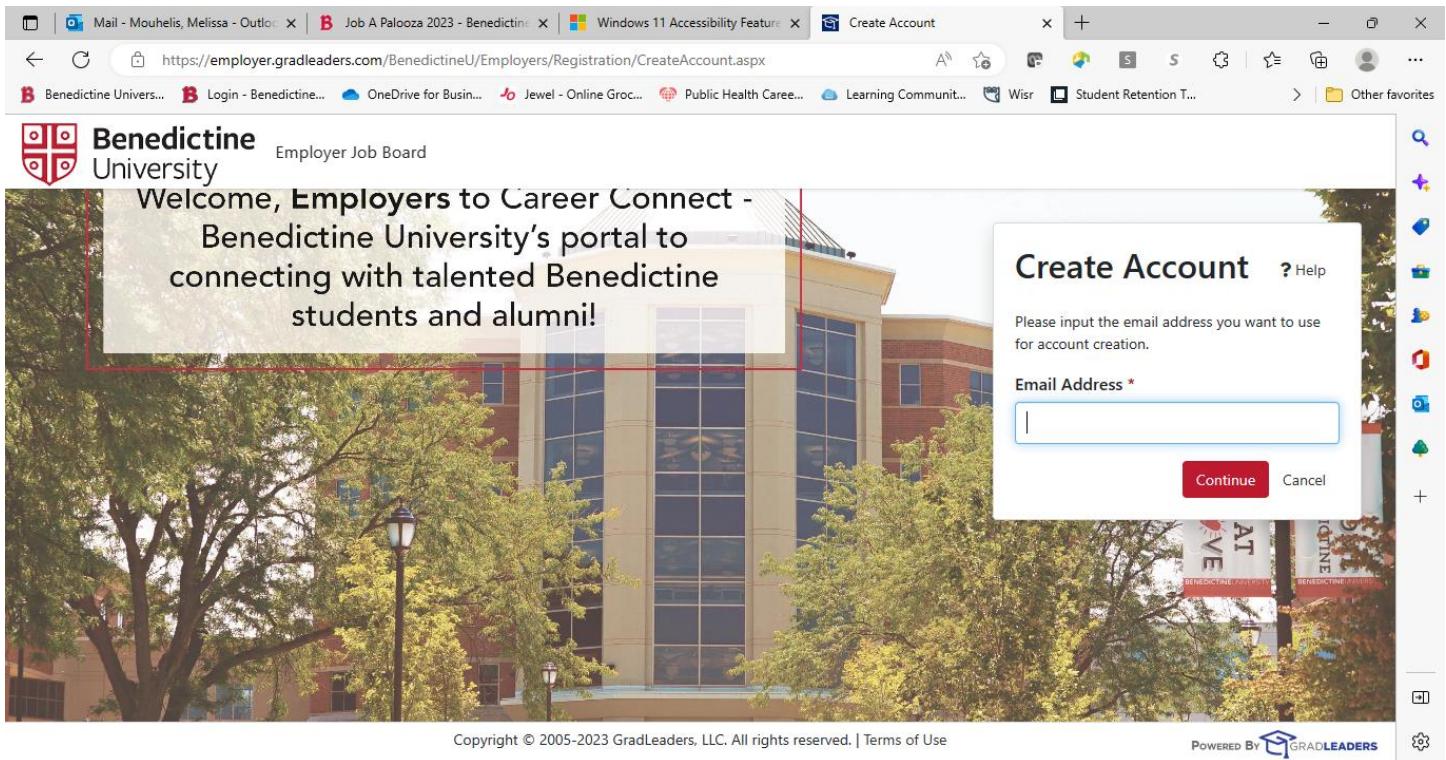
**General Provisions**

All the terms of these Terms and Conditions shall apply to and bind the assignees and successors in interest of Client and GradLeaders. These Terms and Conditions are not assignable by Client without GradLeaders's prior written consent. The waiver by GradLeaders of any breach or default shall not be deemed to be a waiver of any later breach or default. The exercise or failure to exercise any remedy shall not preclude the exercise of that remedy at another time or of any other remedy at any time. If any provision or portion of these Terms and Conditions is held to be invalid or unenforceable, the other provisions and portions shall not be affected. The headings are used for the convenience of the parties only and shall not affect the construction or interpretation of these Terms and Conditions

Yes, I have read and agree to the terms and conditions of the above user agreement

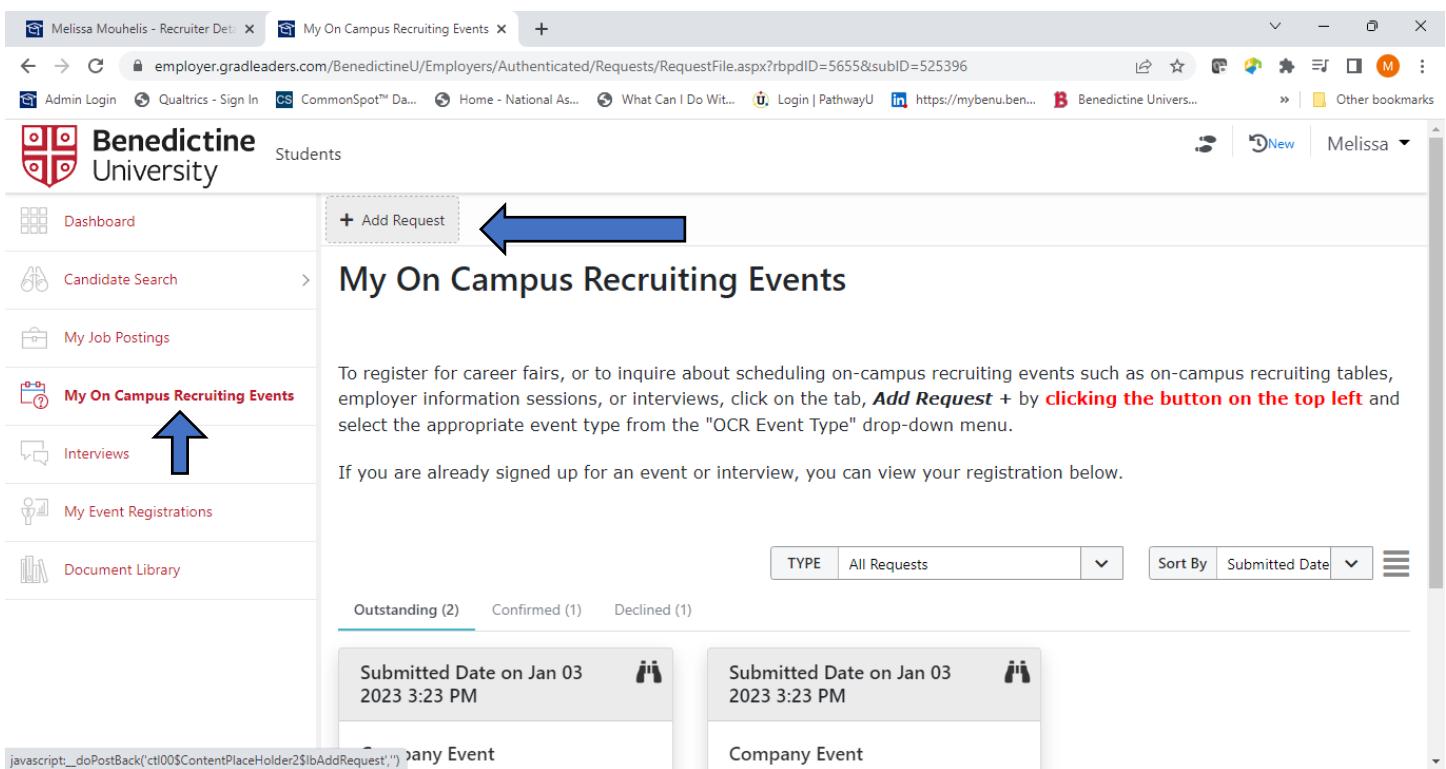
Continue Cancel

### 3. Type in your work email address.



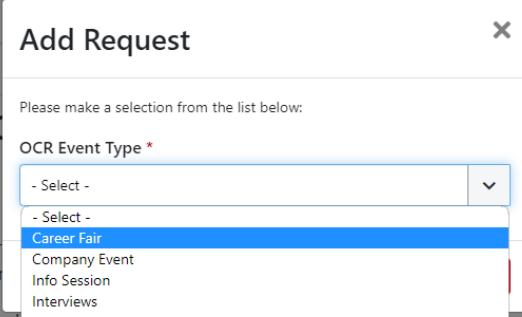
The screenshot shows a web browser with multiple tabs open. The active tab is 'Create Account' on the 'Employer Job Board' of Benedictine University. The page displays a 'Create Account' form with a text input field for 'Email Address \*' and a 'Continue' button. A red box highlights the 'Email Address \*' input field. The background shows a large image of a modern building with glass windows and green trees. The URL in the address bar is <https://employer.gradleaders.com/BenedictineU/Employers/Registration/CreateAccount.aspx>.

4. Type in your company name in case another recruiter has registered an employer account. If it is not there, click “add organization” and complete your profile.
5. Once you have your profile, click “My On Campus Recruiting Events” on your dashboard and then “Add Request.” (If you do not see this tab on your dashboard, please contact Matthew Johnson at [mjohnson@ben.edu](mailto:mjohnson@ben.edu) and he will give you access.)



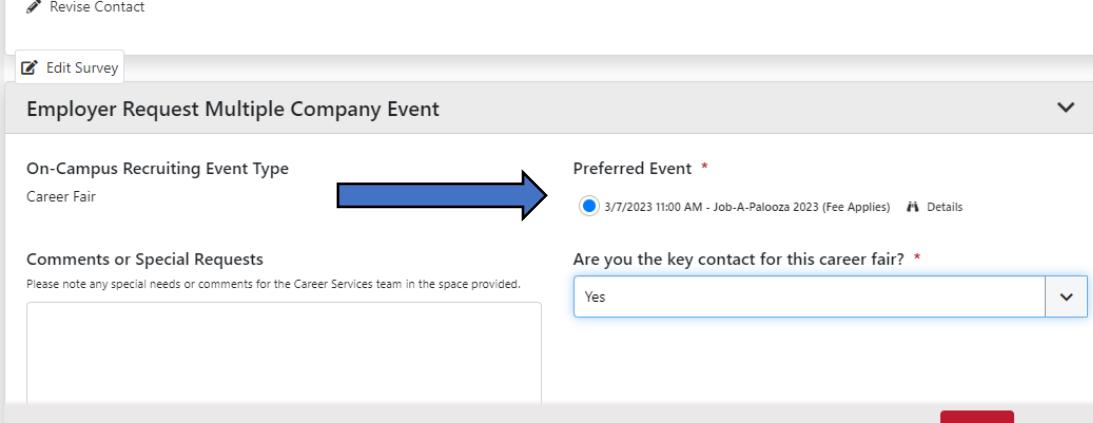
The screenshot shows a web browser with the 'My On Campus Recruiting Events' dashboard for Benedictine University. The dashboard features a sidebar with links like 'Dashboard', 'Candidate Search', 'My Job Postings', 'My On Campus Recruiting Events' (which is highlighted in red), 'Interviews', 'My Event Registrations', and 'Document Library'. A blue arrow points to the 'My On Campus Recruiting Events' link. Another blue arrow points to the '+ Add Request' button located at the top of the main content area. The main content area displays a section titled 'My On Campus Recruiting Events' with instructions for registering for career fairs or scheduling on-campus recruiting events. It includes a table with two rows, each showing a 'Submitted Date on Jan 03 2023 3:23 PM' and a 'Company Event' entry. At the bottom, there are filters for 'TYPE' (All Requests), 'Sort By' (Submitted Date), and a list of items: 'Outstanding (2)', 'Confirmed (1)', and 'Declined (1)'. The URL in the address bar is <https://employer.gradleaders.com/BenedictineU/Employers/Authenticated/Requests/RequestFile.aspx?rbpdID=5655&subID=525396>.

6. Click “Career Fair” from the drop-down menu.



The screenshot shows a web browser window with the URL [employer.gradleaders.com/BenedictineU/Employers/Authenticated/Requests/RequestFile.aspx?rbpID=5655&subID=525396](https://employer.gradleaders.com/BenedictineU/Employers/Authenticated/Requests/RequestFile.aspx?rbpID=5655&subID=525396). The main page is titled 'My On Campus Recruiting Events'. A modal dialog box is open with the title 'Add Request'. Inside the dialog, there is a sub-modal for 'OCR Event Type' with a dropdown menu. The 'Career Fair' option is highlighted with a blue selection bar. The background page shows a list of requests with two items: 'Submitted Date on Jan 03 2023 3:23 PM' and 'Submitted Date on Jan 03 2023 3:23 PM', both labeled 'Company Event'.

7. Select “Preferred Event” – 3/7/2023 Job-A-Palooza, then complete the profile information.



The screenshot shows a web browser window with the URL [employer.gradleaders.com/BenedictineU/Employers/Authenticated/Requests/EditRequest.aspx?rbpID=5655&subID=525396&ismailD=37540918&r...](https://employer.gradleaders.com/BenedictineU/Employers/Authenticated/Requests/EditRequest.aspx?rbpID=5655&subID=525396&ismailD=37540918&r...). The main page is titled 'My On Campus Recruiting Events'. A modal dialog box is open with the title 'Edit Survey'. Inside, there is a section for 'Employer Request Multiple Company Event'. The 'On-Campus Recruiting Event Type' dropdown is set to 'Career Fair'. The 'Preferred Event' field has a radio button selected for '3/7/2023 11:00 AM - Job-A-Palooza 2023 (Fee Applies)'. There is also a question 'Are you the key contact for this career fair?' with a dropdown menu showing 'Yes'. A large blue arrow points from the 'On-Campus Recruiting Event Type' field to the 'Preferred Event' field.

8. Continue to additional items (Fees section and payment section) and complete the registration process paying either by credit card or check.

