Marquette University Career Fair Registration Instructions

- All career fair registration is done on MU Career Manager: https://www.myinterfase.com/marquette/employer/
- If you are unsure if you have an MU Career Manager account, please contact Career Services first.
  - Do not create a duplicate account.
  - Note: As of June 2015, all usernames have been updated to reflect the email address on the account.
- Employers can use your WIPCCC account credentials on MU Career Manager.
- Need assistance with MU Career Manager? Contact Career Services: (414) 288-7423 or career.services@marquette.edu

New Users:
- Enter your organization’s name, or click on “Can’t Find Your Organization?” if it does not appear below.
- Enter your organization’s information as well as your personal information. Fields marked with an asterisk (*) are required.

Existing Users:
- Use your username and password to access MU Career Manager https://www.myinterfase.com/marquette/employer/
- To register, click on “Register for Career Fairs & Events” menu. Under Category, choose “Career Fair”. This will take you to a list of active Career Fairs. Register for the Fall Career Fair 2015 Fair by clicking on the appropriate event’s “Register” link under the “Action” column on the right.
- Enter your registration information and click “Continue” at the bottom of the page.
- Add any additional recruiters at this time. Please note that bringing more than two recruiters to the Career Fair will require you to pay $15 for each additional recruiter. Click “Continue” when finished.
  - Note: The contact person for the event will automatically be listed as a recruiter; even if this person is not attending the Fair, please do not remove them from the recruiter list.
- Select either your level of sponsorship or your attendance fee. You may enter the number of any additional recruiters here. Click “Save” to complete your registration for the event.
- Please make any necessary changes immediately; once your registration has been approved, you will need to email your changes to Kristin Adler at Kristin.adler@mu.edu.
- You will receive a confirmation email containing links to important logistical information as well as an invoice for your payment once your registration has been approved. Payment must be received prior to the career fair.