How to Make Changes to your RIT University Wide Career Fair Registration

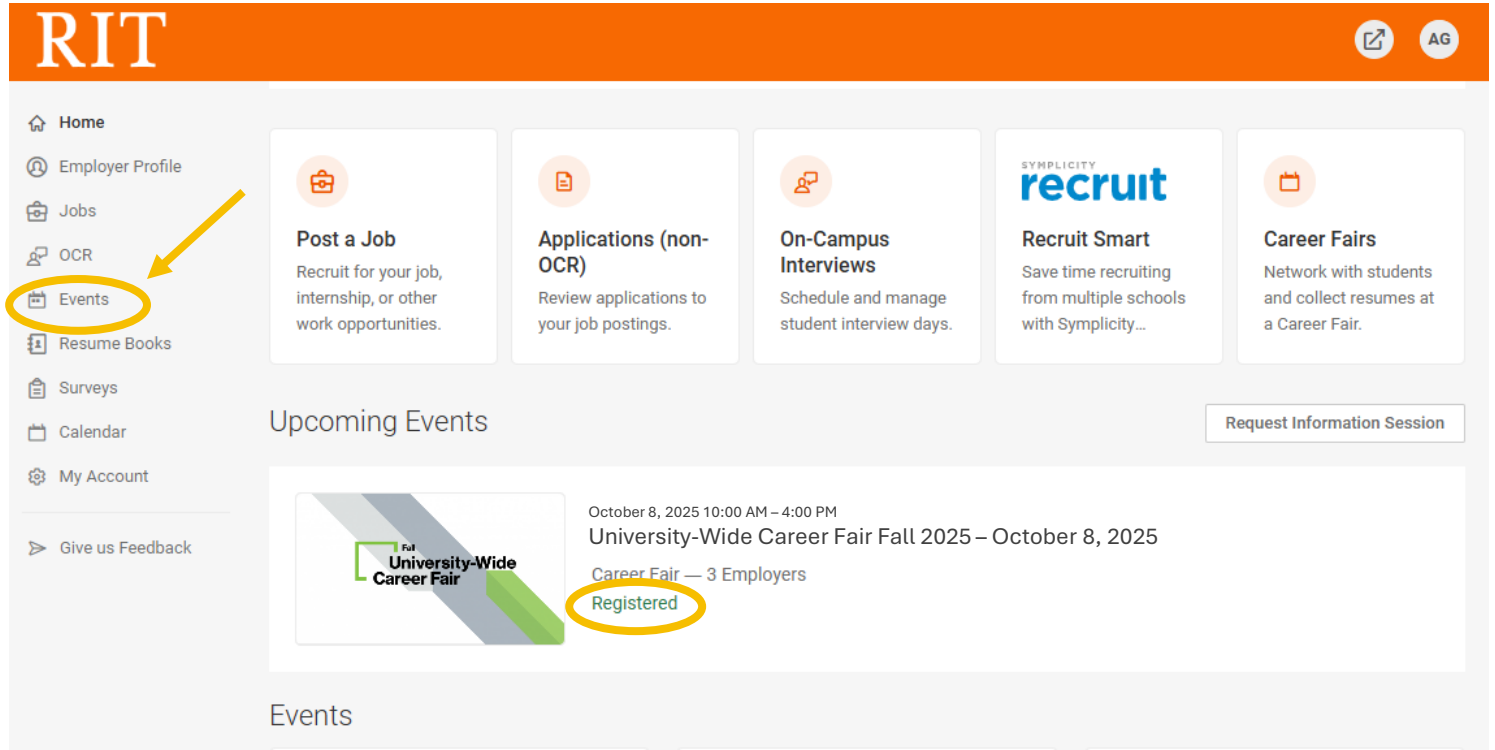
Adjusting your Career Fair Registration

RIT | Office of Career Services and Cooperative Education

Employers are welcome to modify their career fair registration and can do so up until the Friday before the event!

Modifying your registration is ***easy*** by simply following the steps below:

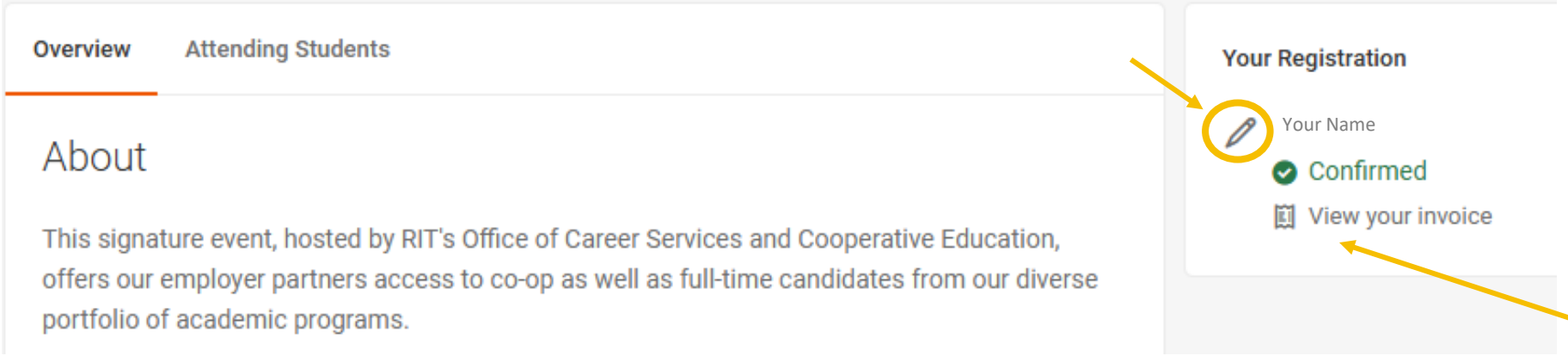
- Log into your Career Connect/Symplicity account
- Click on **Events** > **Career Fairs**
- Select the **University-Wide Career Fair**



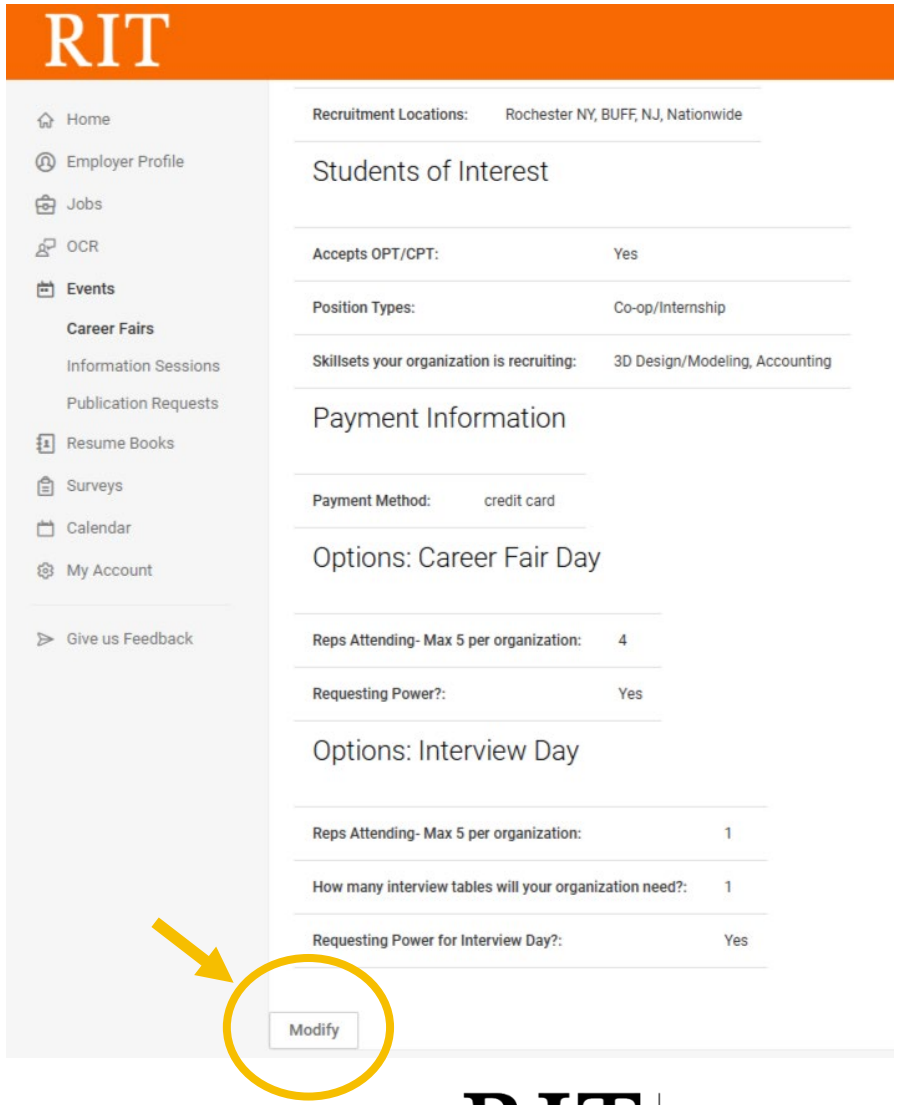
University-Wide Career Fair

University-Wide Career Fair Fall 2025- October 8, 2025

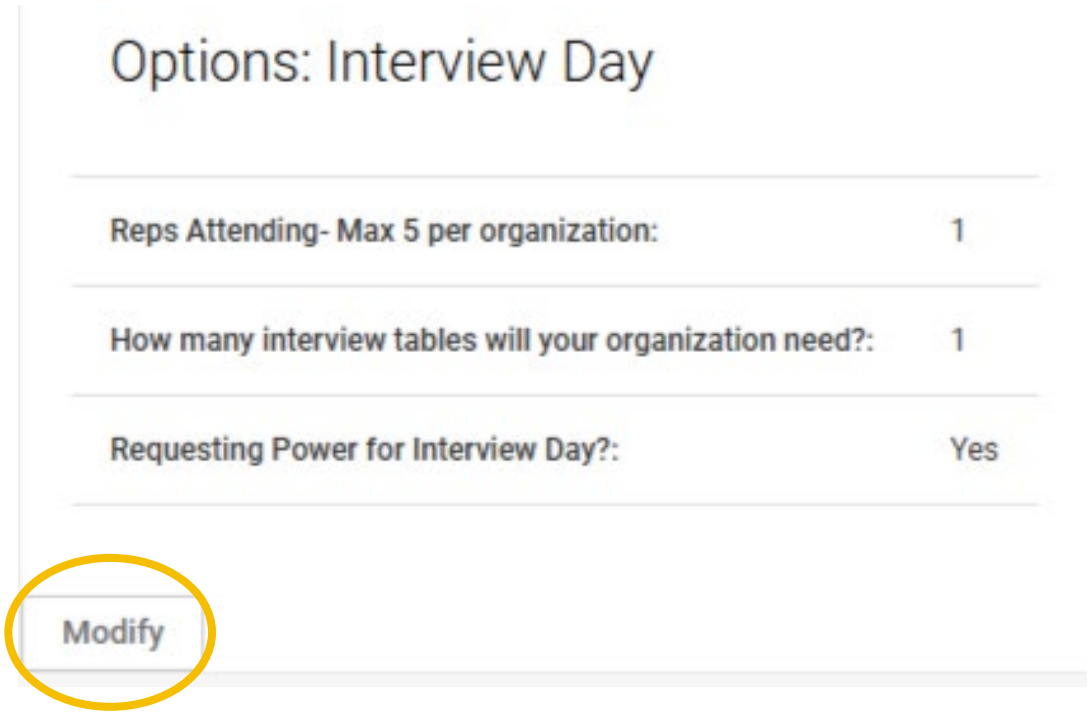
Oct 8 10:00 AM – Oct 9 4:00 PM



- Under **Your Registration**, click on the **<u>pencil icon</u>** next to your name. This will open your career fair registration.

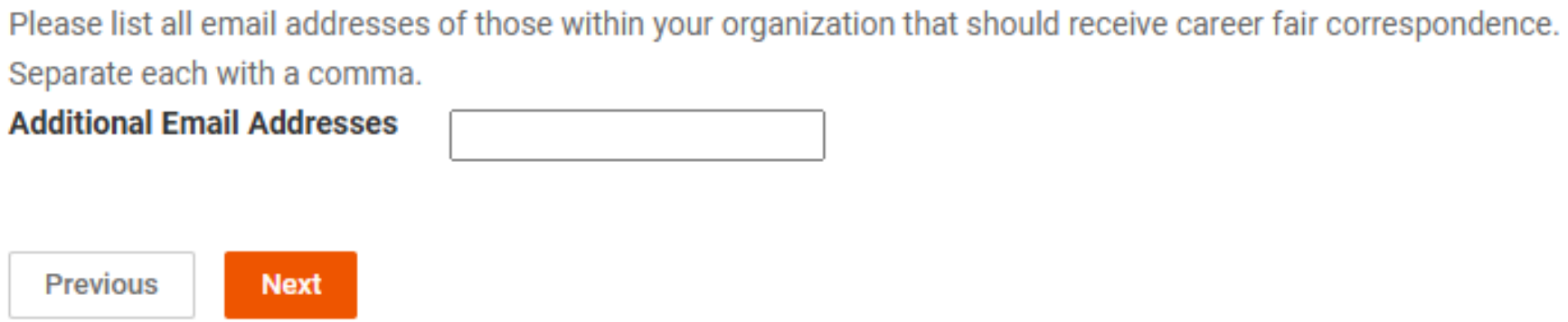


- At the bottom of the career fair summary page, click "**Modify".** The button is in the lower left-hand corner.

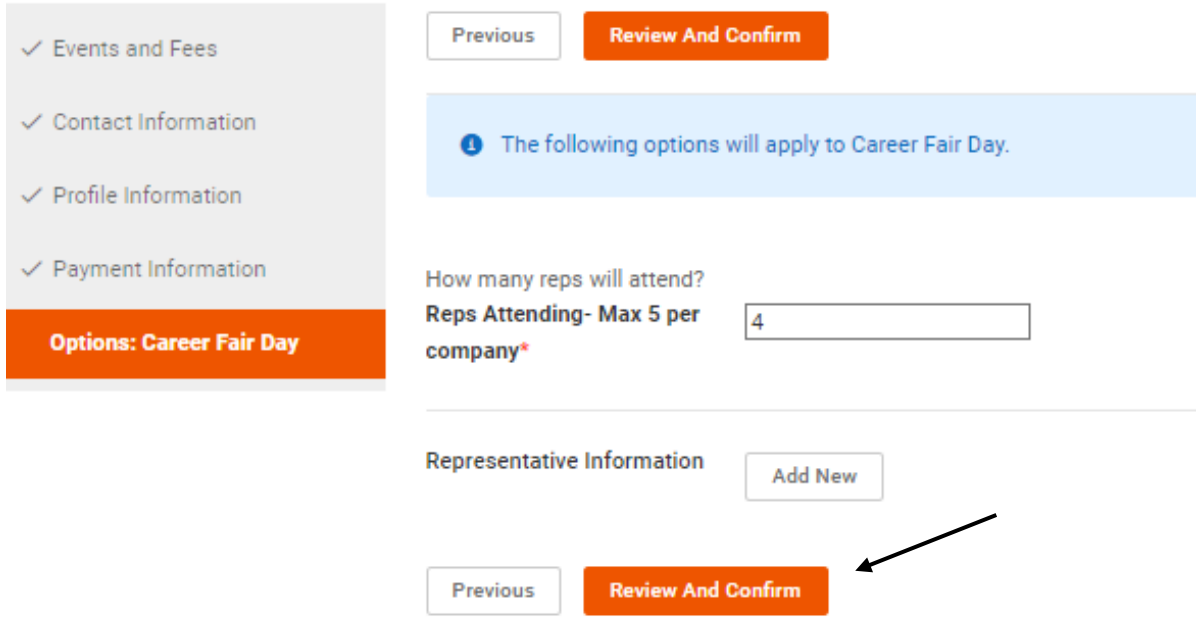


Modify all necessary fields. This may include adding additional events, changing your skillsets or majors, and/or adding your attending representatives contact information, etc.

Our office sends weekly **Get Career Fair Ready** emails starting 4 weeks before the career fair. You may add additional email addresses of those within your organization that should receive this correspondence under **Organization Information** in your registration.



Add Your Representatives Contact Information!



Ensure your registration includes contact information for all representatives attending the fair. Contact information will include: representative name, email, alumni status, & contact release authorization.

This step is essential as each representative will receive a unique, non-transferable QR code for check-in. QR codes will be sent to the email addresses provided on the Monday before the event from ajgoce@rit.edu

Under **Options: Career Fair Day**

- Select "**Add New**" and enter the representatives information.
- Click **Review and Confirm** when done.

Questions?

Email ritcareerfair@rit.edu

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