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 Spring 2025- March 5, 2025

Mar 5 10:00 AM - Mar 6 4:00 PM

Overview   Attending Students

About

This signature event, hosted by RIT's Office of Career Services and Cooperative Education, offers our employer partners access to co-op as well as full-time candidates from our diverse portfolio of academic programs.

Your Registration

Your Name

✅ Confirmed

📄 View your invoice

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

Looking for a copy of your invoice? You can find it here!

RIT | Office of Career Services and Cooperative Education

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

RIT | Office of Career Services and Cooperative Education

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.

Please list all email addresses of those within your organization that should receive career fair correspondence. Separate each with a comma.

Additional Email Addresses

Previous   Next

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**

RIT | **Office of Career Services and Cooperative Education**