

INSTRUCTIONS FOR ONLINE EMPLOYER SHOWCASE REGISTRATION

1. Go to <http://www.myinterfase.com/uta/employer> to login to MavCareers.
Note: New Registrants – click on “First time users of MavCareers - click here to register” link at bottom. Once registration is complete, a new screen will open and you can continue with these instructions.
2. Click on **CAREER EVENT** tab at top
3. Click on **UTA EMPLOYER SHOWCASE** to access information.
REGISTER button is at the bottom.
4. Complete demographic information and click on **CONTINUE**
5. Add Recruiter screen – you have the option of adding recruiter(s) to your registration. Continue to click add recruiter until you have entered all recruiters, then click on **CONTINUE**
6. Fee screen – Select registration fee and additional lunches, etc.
7. Click **SAVE**.
8. A confirmation page will appear with an **INVOICE** button at the bottom to print your invoice.

After registration is complete, you can access/update your information by logging in to MavCareers, clicking on **CAREER EVENT** and clicking on the **EDIT REGISTRATION** link.