

**Registration Instructions for the All-Ivy Environmental & Sustainable Development Career Fair
Friday, February 9, 2018**

1. Visit the All Ivy Career Fair [website](#).
2. Click on the “Registration” tab and select “Students” from the drop-down menu.
3. On the next screen, click on “I want to attend: As a Job Seek.”
4. Sign Up (option on the right) for a new account by completing the required profile information. You must **use your Cornell email** and create a new account, even if you attended in the past.
 - a. For your major, select “Other-Non Columbia”
 - b. If you don’t yet have a GPA, input 0.0.
5. Registration is a 2-step process.
 - a. After you submit your registration, you will receive an email asking you to verify your email address. Click on the link to verify your email address. **Columbia University then needs to approve your registration BEFORE you can log in to the website and RSVP for the fair.** This step may take a week or more if you complete it over the holiday break, but don’t worry, you will have plenty of time to register. Once Columbia approves your registration, you will receive a confirmation email with a link to create a password.
 - b. Once your registration is approved, log in, click on “Events” → “Career Fairs” → “All Ivy Fair” → “RSVP”
6. Submit your resume to the All-Ivy Resume Book for employers to view.
7. Follow Columbia University’s All-Ivy page on [Facebook](#) to get updates on employers as they register.