1. Go to www.myconsortium.com/wipcccjobs/employer

2. Click on the **Click Here to Register** link

3. Next you will fill out basic company and contact information for your account. Anything with a red asterisk next to it is required.

4. In the **Employer Category** box, select all that apply to your organization.

   Select more than one by Ctrl+Click (Command click on Mac) on each industry that you want to select.

5. If your company has a specific application address that you would like students to use when applying for a position, enter it in the **Online Application Address**.
6. For the majors box, click on Add/Remove to select the most common majors that apply to the jobs for which your company hires. Use the drop down to select specific majors from the three categories. You may select as many majors as you would like.

7a. If you would like to select all majors, check the box next to All Majors.

7b. To select specific majors only, click on the + button to expand the dropdown menu listing and then click on the individual majors.

On-line Application Address:

Majors:

Add/Remove

☐ All Majors

Continue Cancel

7. Next, enter your contact information for your company representative. Please enter your email address for your username. In addition, your password must be 7-15 characters long and contain one number, upper and lower case letter.

8. Once all of your company and contact information has correctly been entered, click on the Save button at the bottom of the page. Your account will then be ready to use.

9. Please note that you can use your WIPCCC Jobs username and password to login to most WIPCCC schools’ job boards, as well. Participating schools include:

- Alverno College
- Cardinal Stritch University
- Carroll University
- Carthage College
- Concordia University Wisconsin
- Edgewood College
- Lakeland College
- Lawrence University
- Marian University
- Marquette University
- Mount Mary University
- St. Norbert College
- Viterbo University
- Wisconsin Lutheran College