

STEPHEN F. AUSTIN STATE UNIVERSITY
Career Fair/Teacher Job Fair

ONLINE REGISTRATION INSTRUCTIONS

1. Logon to Jobs4 Jacks at: www.jobs4jacks.sfasu.edu
2. Click on Employer button

For new Jobs4Jacks Registrants:

- a. Click on the '**Click Here to Register!**' link towards the bottom of the screen.
 - b. Type your organization name into the **Find Your Organization** field. If your company is not found, please click on the **Can't Find Your Organization** link.
 - c. Complete your demographic information and click 'Register'.
 - d. Click 'Submit Profile'
- ***Your account must be activated before you can have access to register for the career event. Please allow 24 business hours for this, or call our office at 936-468-3305 to be activated immediately.
3. Click on **CAREER EVENT** tab at top.
 4. Select the career event name you wish to attend.
(The '**Register Now**' button is at the bottom of the screen.)
 5. Complete demographic information and click '**Continue**'
 6. Add Recruiter screen – you have the option of adding recruiter(s) to your registration. Once you have entered all attending recruiters, then click '**Continue**'
 7. Fee screen – Select appropriate fees such as: registration fee, additional lunches, additional parking passes, etc.
 8. Click **SAVE**.
 9. Your registration will be sent to SFA Career Services for approval.
Please allow 24 business hours for approval.
 10. Upon approval, you will receive a confirmation email containing links to your Invoice and the Approval Packet (which consist of the event itinerary and directions.)

FYI-the invoice contains the SFA credit card payment website AND the mailing address to our office if you plan to mail a check. Sorry, we do not accept credit card information over the phone or in person.

For any questions, please contact SFA Career Services at 936-468-3305 or careerservices@sfasu.edu