

Stephen F. Austin State University

# 2009 CAMP FAIR

## Online Registration Instructions

1. Go to <http://www.myinterfase.com/sfasu/employer> to login to Jobs4Jacks.  
For new Registrants:
  - a. Click on the '**Click Here to Register!**' link towards the bottom of the screen.
  - b. Type your organization name in **Find Your Organization**. If your company is not found, please click on the **Can't Find Your Organization** link.
  - c. Complete your demographic information.
  - d. 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 **2009 CAMP FAIR** to access information.  
(The '**Register Now**' button is at the bottom of the screen.)
4. Complete demographic information and click '**Continue**'
5. Add Recruiter screen – you have the option of adding recruiter(s) to your registration. Once you have entered all attending recruiters, then click '**Continue**'
6. Fee screen – Select appropriate fees such as: registration fee, additional lunches, additional parking passes, etc.
7. Click **SAVE**.
8. Your registration will be sent to SFA Career Services for approval.  
**Please allow 24 business hours for approval.**
9. 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.

After registration is complete, you can access/update your information by logging into Jobs4Jacks, clicking on **CAREER EVENT** and clicking on the **EDIT REGISTRATION** link.

For any questions, please our office at 936-468-6637 or 936-468-3305