Employer Registration Tutorial for the 2021 UPR RP Virtual Career Fair

UNIVERSITY OF PUERTO RICO

RÍO PIEDRAS CAMPUS

Employer Registration

Access the following link:

https://forms.office.com/Pages/ResponsePage.aspx?id=wF36DW8DFUaZ5JSvgi8rhFSEUupSeqxBkj0KhN9VowtUNDc0MTJGTjBONU5ISkpJSjM2UldKNU1XVy4u

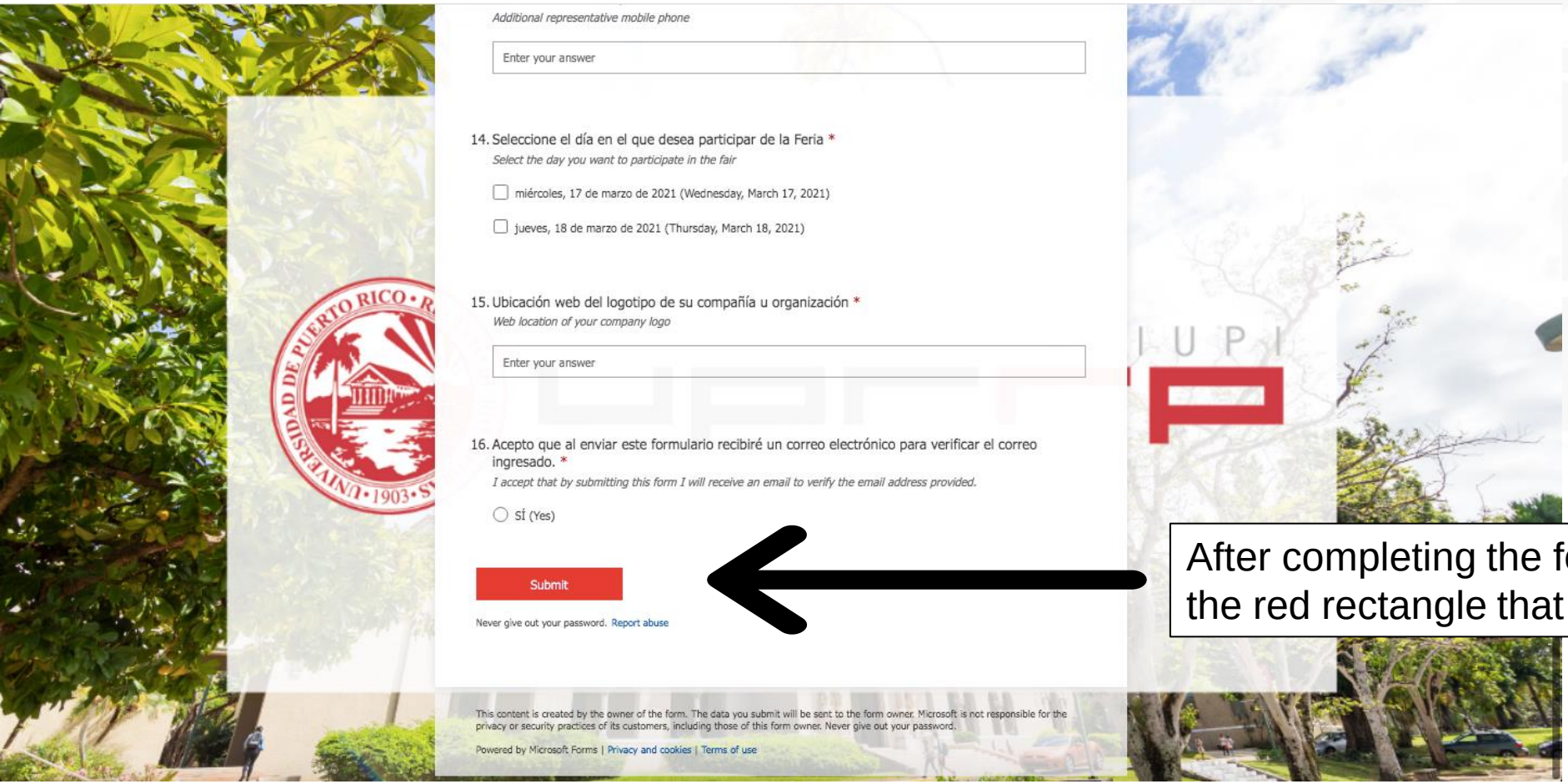
Recommendations: Before starting the Employer Registration we suggest you use an Outlook email account and download the free Microsoft Teams App.

Registration Form

- Note: We recommend using an Outlook email account to complete the employer registration form.

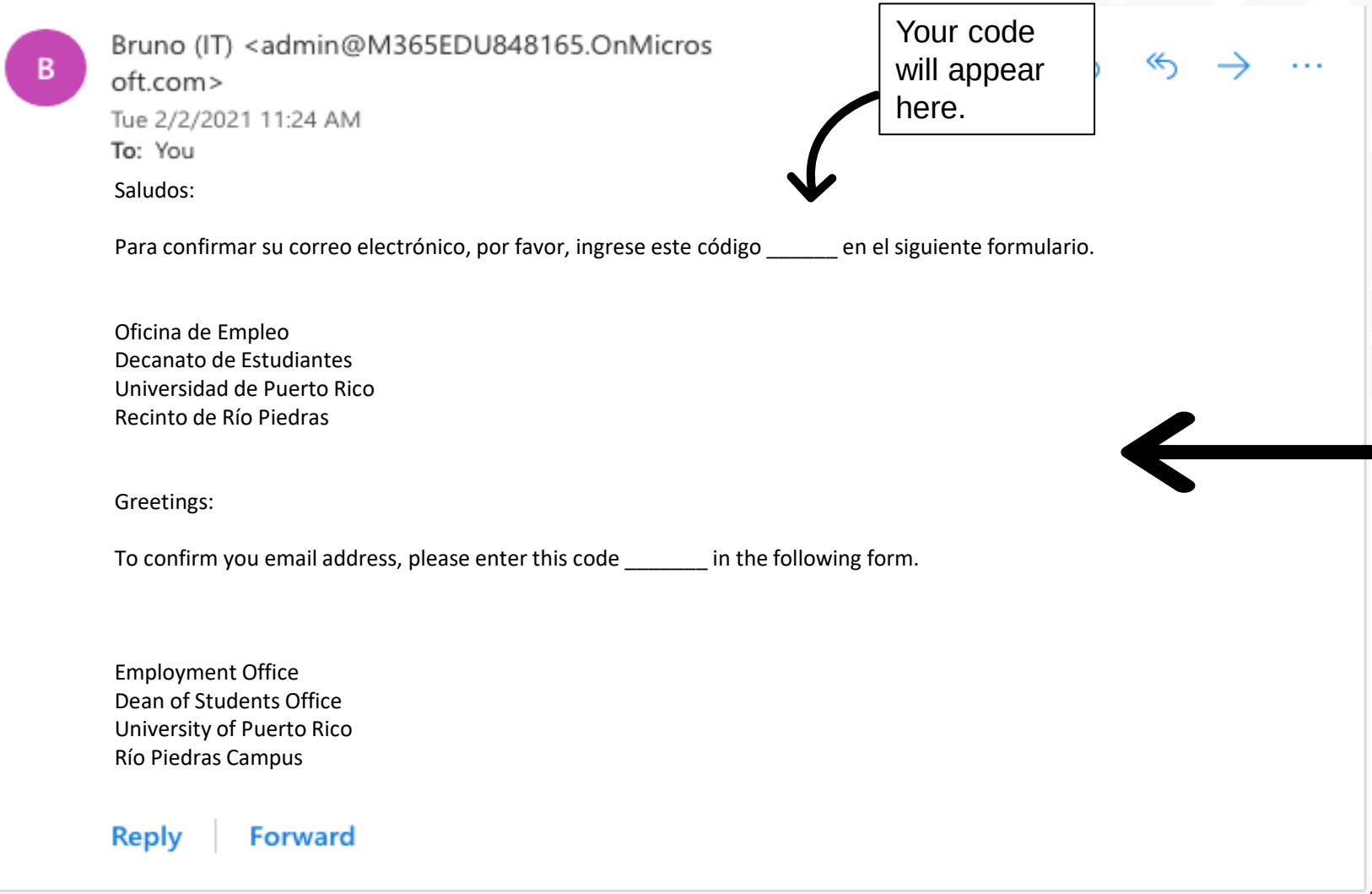
Proceed to fill out all the required information about your company, organization or institution.

You have finished the Registration Form!



After completing the form click on the red rectangle that says Submit.

Confirm your email address



B

Bruno (IT) <admin@M365EDU848165.OnMicrosoft.com>
Tue 2/2/2021 11:24 AM
To: You

Saludos:

Para confirmar su correo electrónico, por favor, ingrese este código _____ en el siguiente formulario.

Oficina de Empleo
Decanato de Estudiantes
Universidad de Puerto Rico
Recinto de Río Piedras

Greetings:

To confirm you email address, please enter this code _____ in the following form.

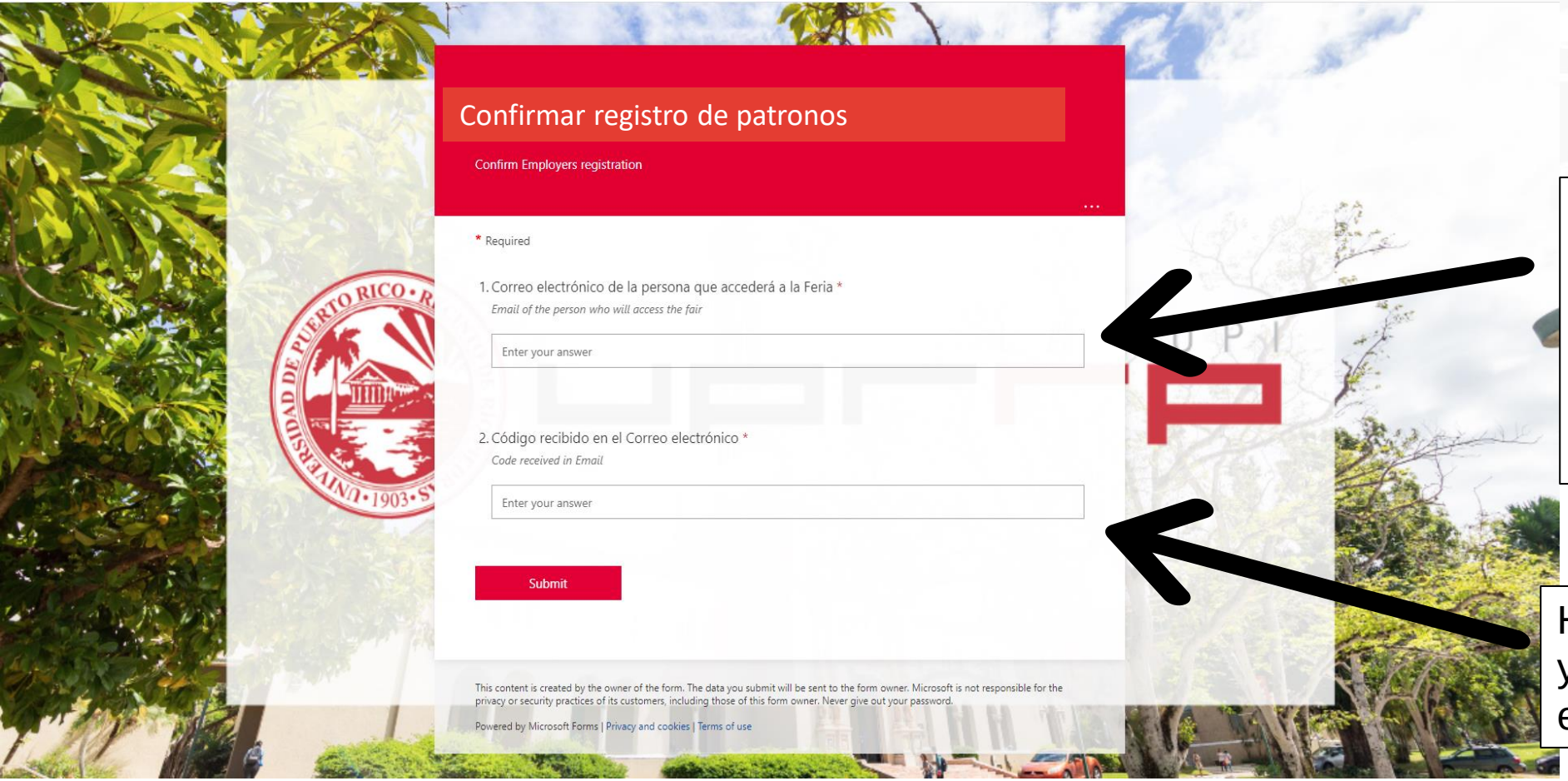
Employment Office
Dean of Students Office
University of Puerto Rico
Río Piedras Campus

Reply | Forward

Your code will appear here.

You will receive an email containing a code and a link to confirm your email address. Once you click on the link, you will have to enter the email you used to complete the Registration Form and the code received.

Confirm your email address



Here enter the email used to fill out the Registration Form (email of the person that will access the Fair).

Here enter the code you received via email.

Complete your payment

B

Bruno (IT) <admin@M365EDU848165.OnMicrosoft.com>

Tue 2/2/2021 11:28 AM

To: You

¡Saludos!

Hemos validado exitosamente el registro de su empresa. Acceda, por favor, al enlace https://form.jotform.com/210204447885860 para efectuar su pago. Si es una organización sin fines de lucro, agradeceremos que acceda igualmente al enlace.

Una vez se confirme su pago, recibirá una invitación por correo electrónico para entrar a su canal en la Feria en MS Teams.

Gracias. ¡Valoramos mucho su apoyo!

Oficina de Empleo
Decanato de Estudiantes
Universidad de Puerto Rico
Recinto de Río Piedras

Greetings!
We have successfully validated your company registration. Please access this link https://form.jotform.com/210204447885860 to make your payment. If you are a nonprofit organization, we would be grateful if you also access the link.

Once your payment is confirmed, you will receive an email invitation to enter your channel at the Fair in MS Teams.

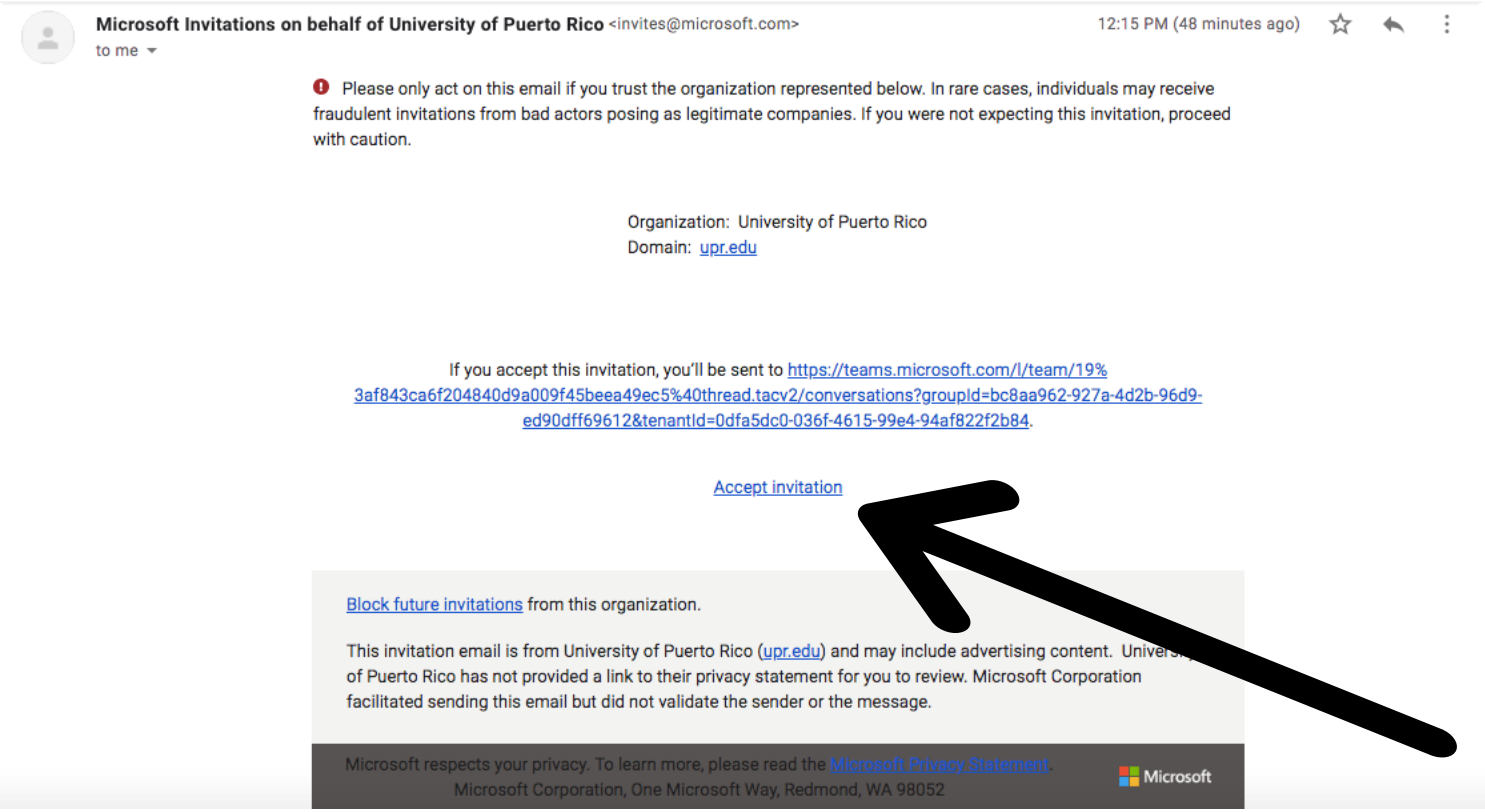
Thank you. We truly appreciate your support!

Employment Office
Dean of Students Office
University of Puerto Rico
Río Piedras Campus

- Note: Even if you are representing a nonprofit organization, please complete the payment form.

Please enter the link and fill out all the required information to complete your payment.

Invitation to participate on the 2021 UPR RP Virtual Career Fair through Microsoft Teams



Microsoft Invitations on behalf of University of Puerto Rico <invites@microsoft.com> 12:15 PM (48 minutes ago)
to me

Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: University of Puerto Rico
Domain: upr.edu

If you accept this invitation, you'll be sent to https://teams.microsoft.com/l/team/19%3af843ca6f204840d9a009f45beea49ec5%40thread.tacv2/conversations?groupId=bc8aa962-927a-4d2b-96d9-ed90dff69612&tenantId=0dfa5dc0-036f-4615-99e4-94af822f2b84.

Accept invitation

Block future invitations from this organization.

This invitation email is from University of Puerto Rico (upr.edu) and may include advertising content. Univers... of Puerto Rico has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

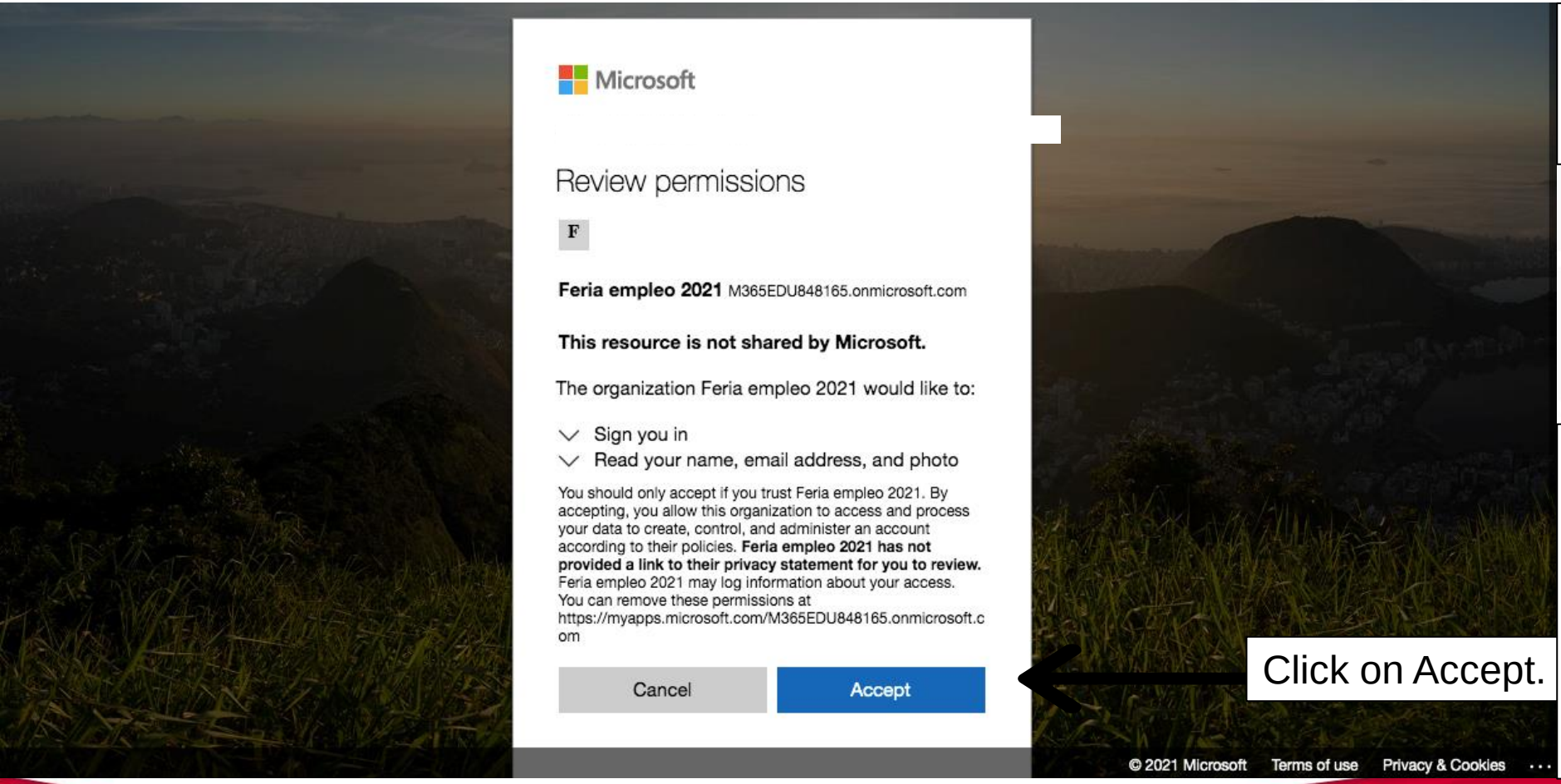
Microsoft respects your privacy. To learn more, please read the Microsoft Privacy Statement.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Microsoft

Once the receipt of your payment is confirmed, you will receive an email with the invitation to participate in the 2021 UPR RP Virtual Career Fair through Microsoft Teams. If you do not find it in your inbox, please verify your spam or junk-drive.

Click specifically on Accept invitation to access “Feria de Empleos UPR RP 2021” in Microsoft Teams.

If you are using an Outlook email account

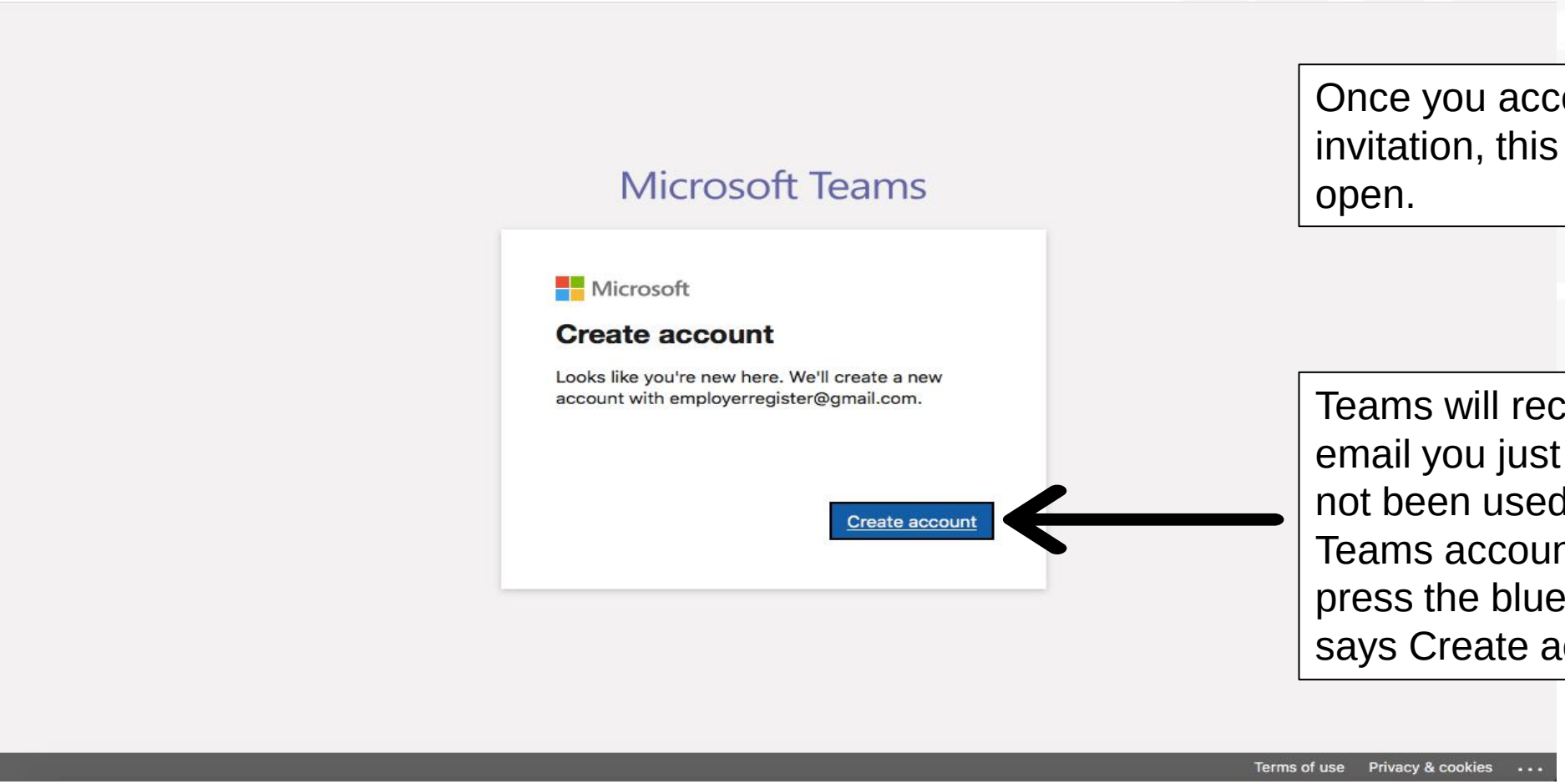


Click on Accept.

Once you accept the invitation, this window will open.

Note: Those using an Outlook email account, can **jump to the 17th slide to follow next steps**. If you are NOT using an Outlook email account, continue to the next slide.

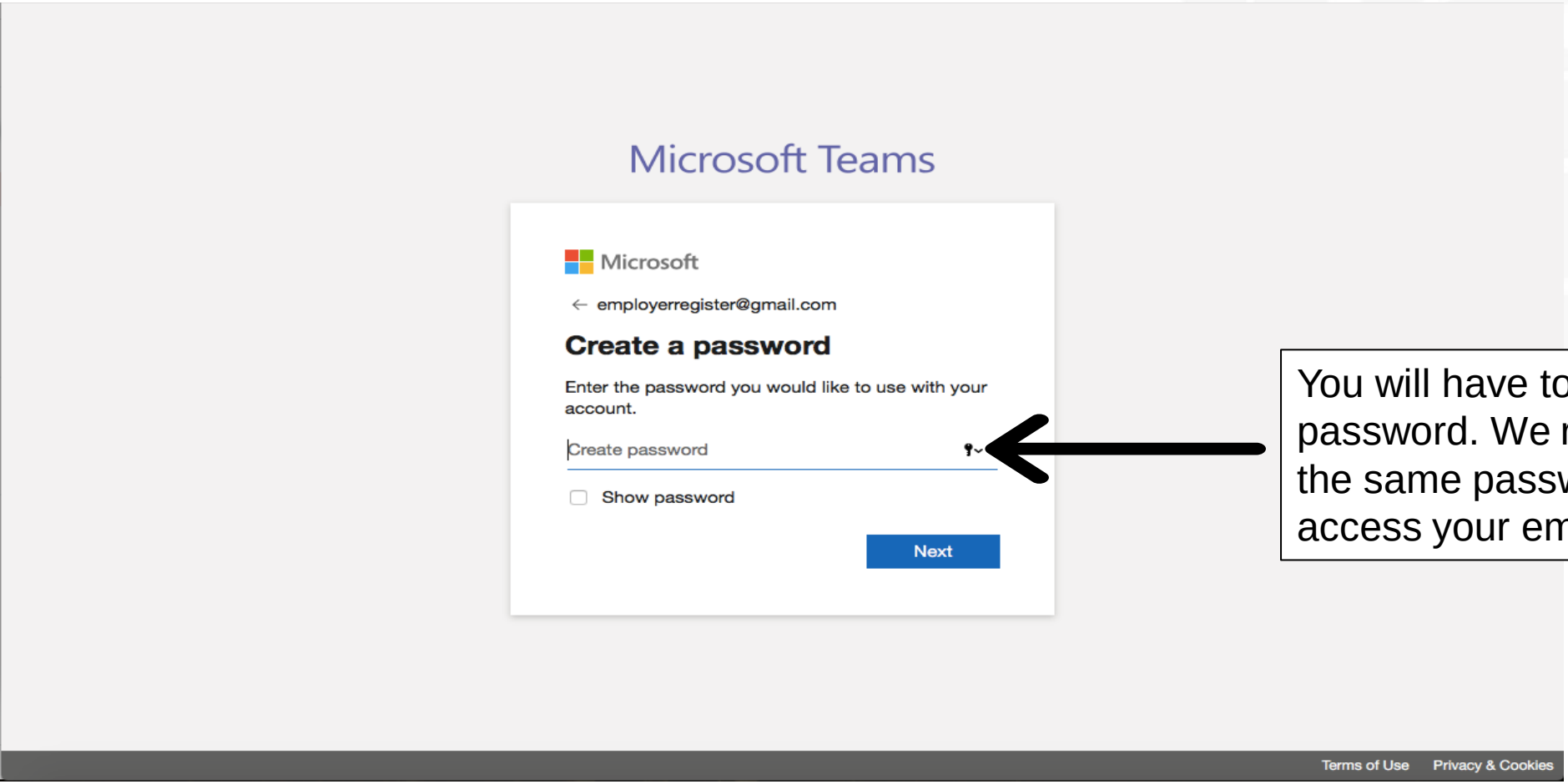
If you are using an alternate email account to Outlook



Once you accept the invitation, this window will open.

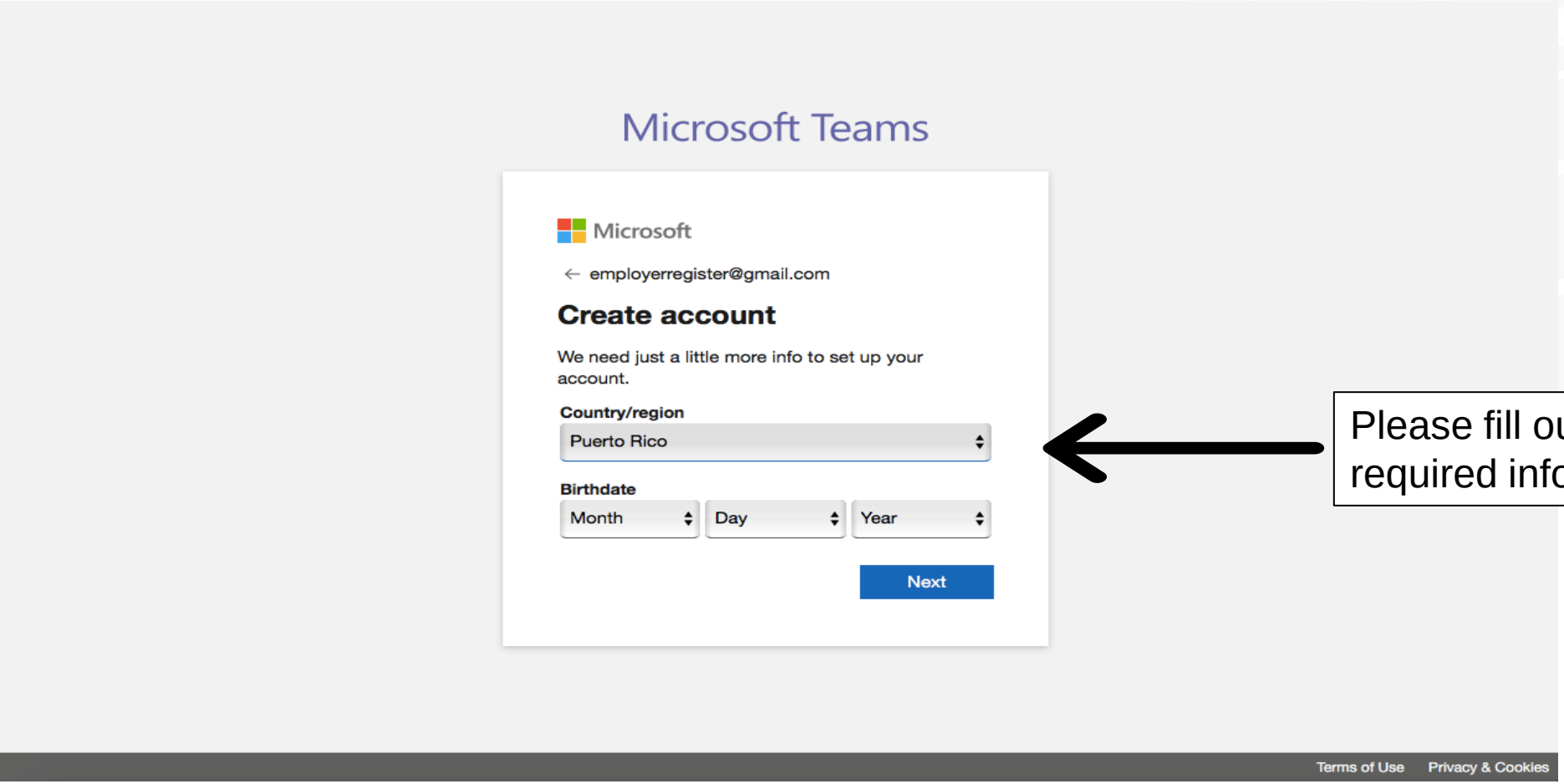
Teams will recognize that the email you just inserted has not been used to create a Teams account. Therefore, press the blue rectangle that says Create account.

If you are using an alternate email account to Outlook



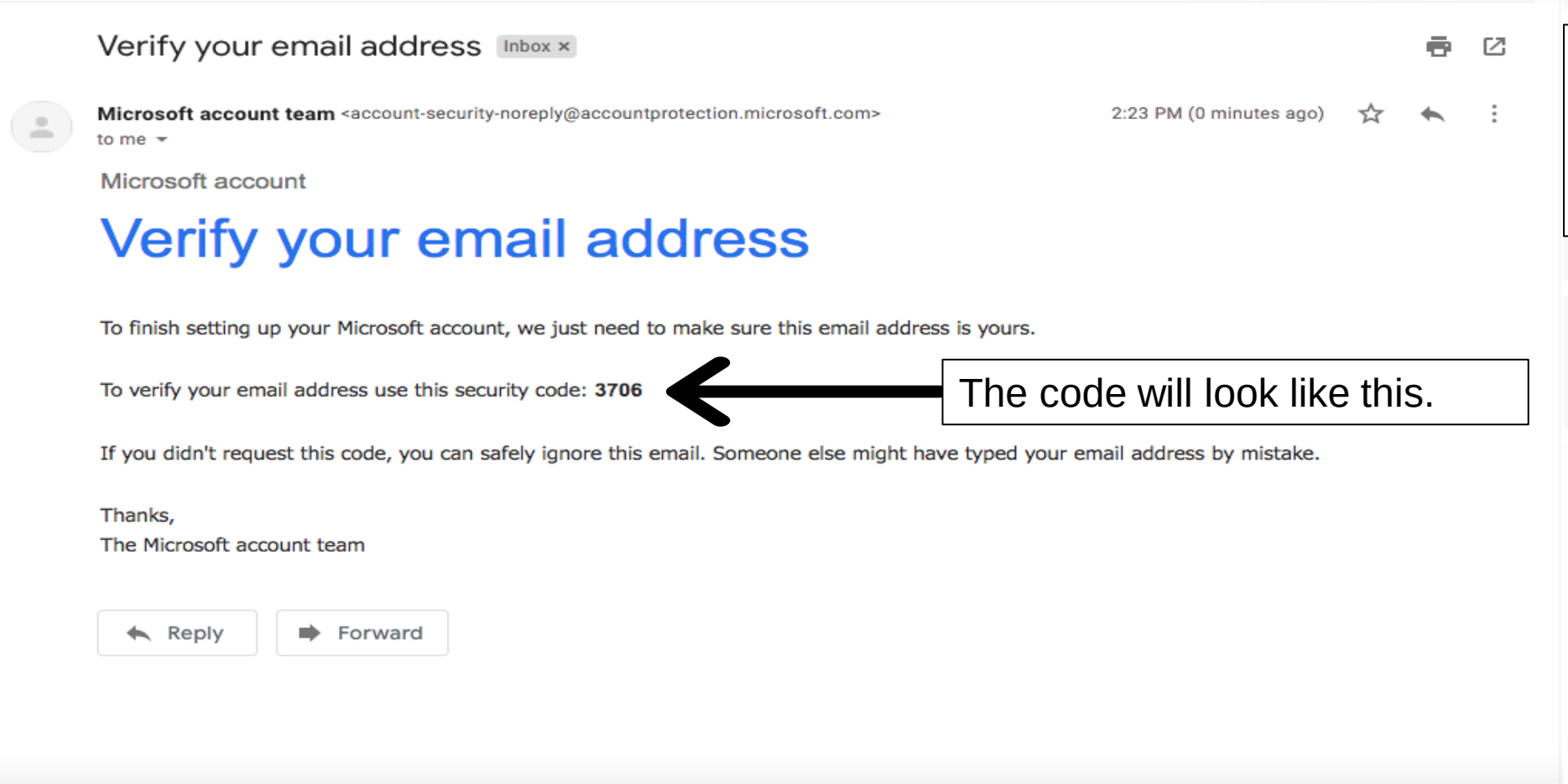
You will have to create a password. We recommend using the same password you use to access your email account.

If you are using an alternate email account to Outlook



Please fill out the required information.

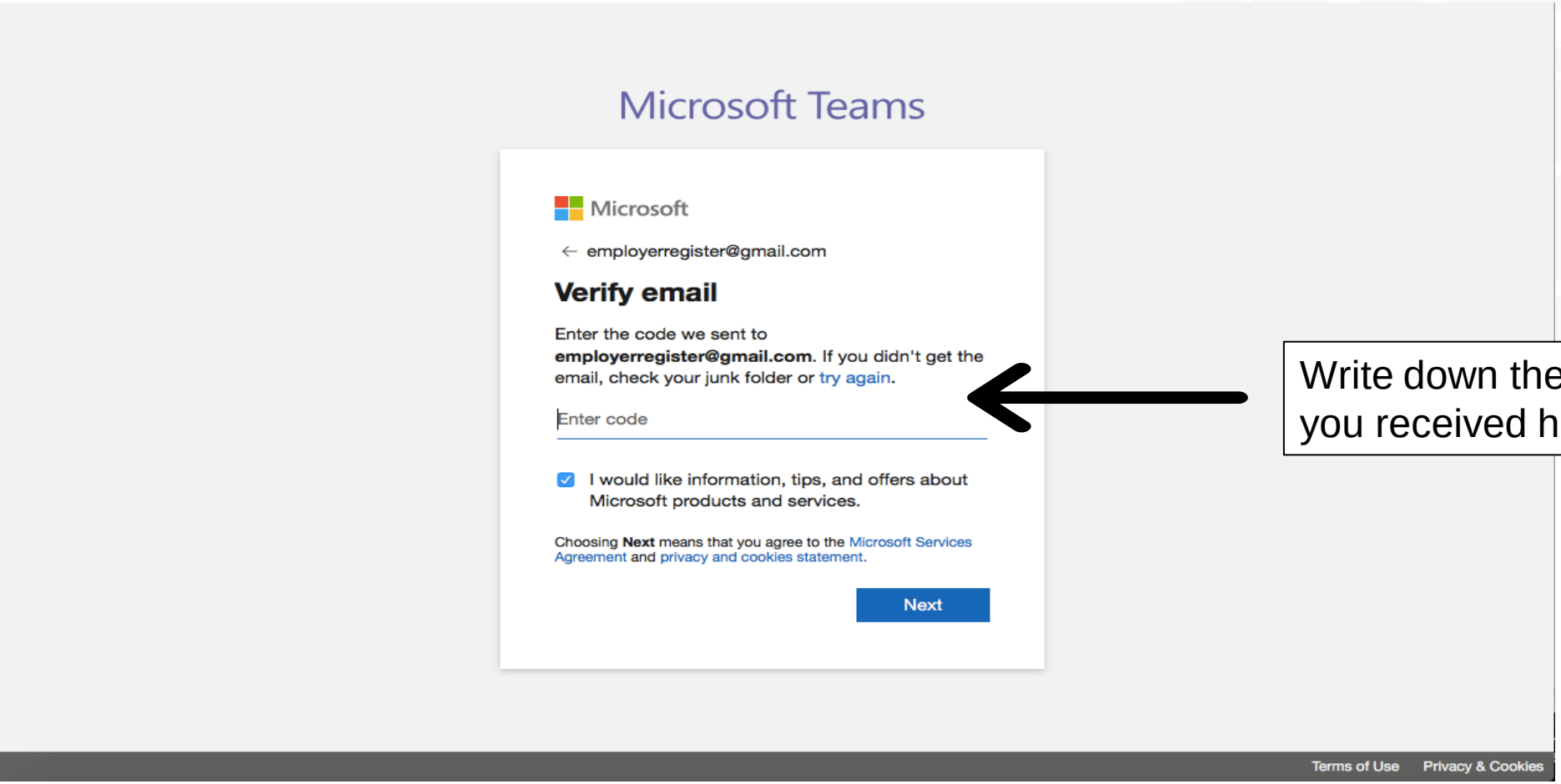
If you are using an alternate email account to Outlook



The code will look like this.

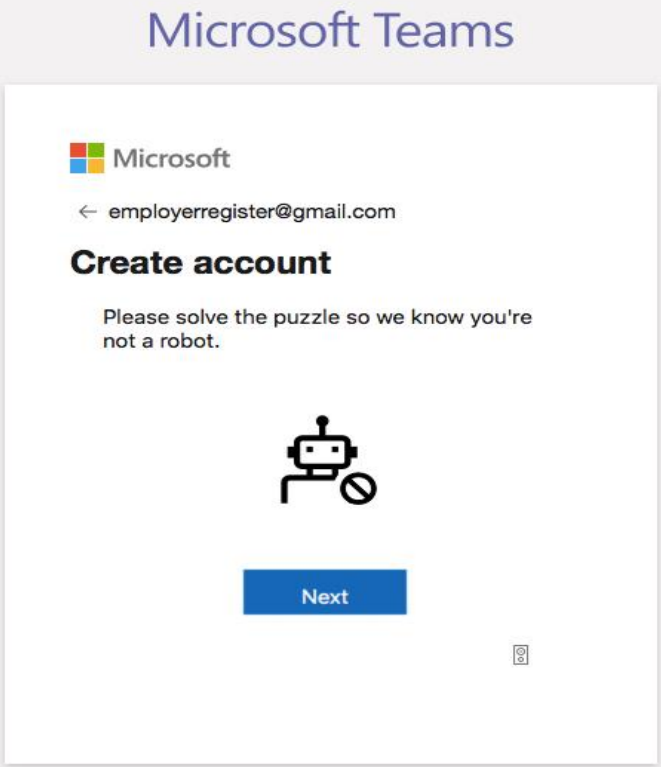
You will receive an email with a code. This is the code you will have to enter to confirm your email account.

If you are using an alternate email account to Outlook



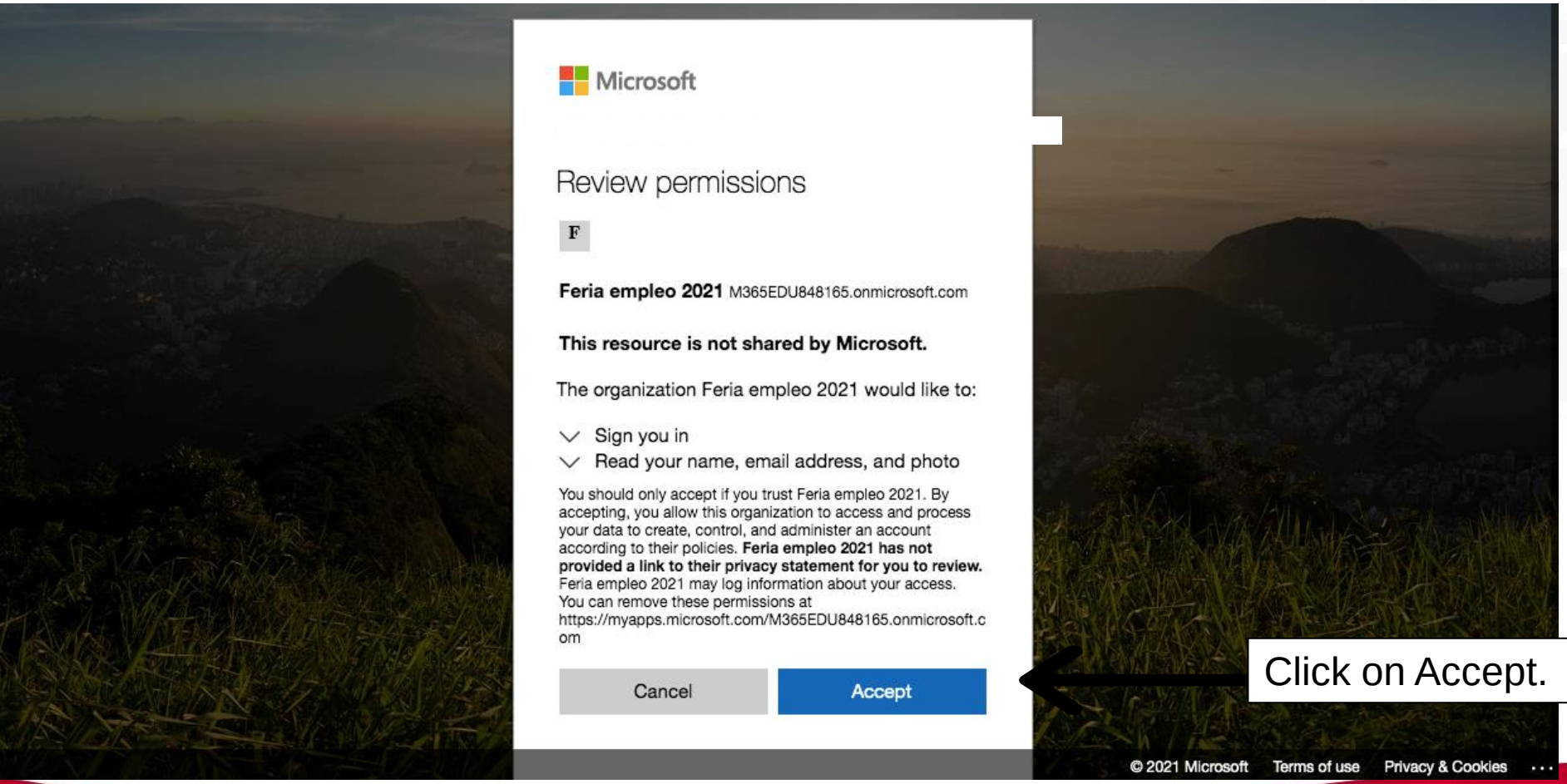
Write down the code you received here.

If you are using an alternate email account to Outlook

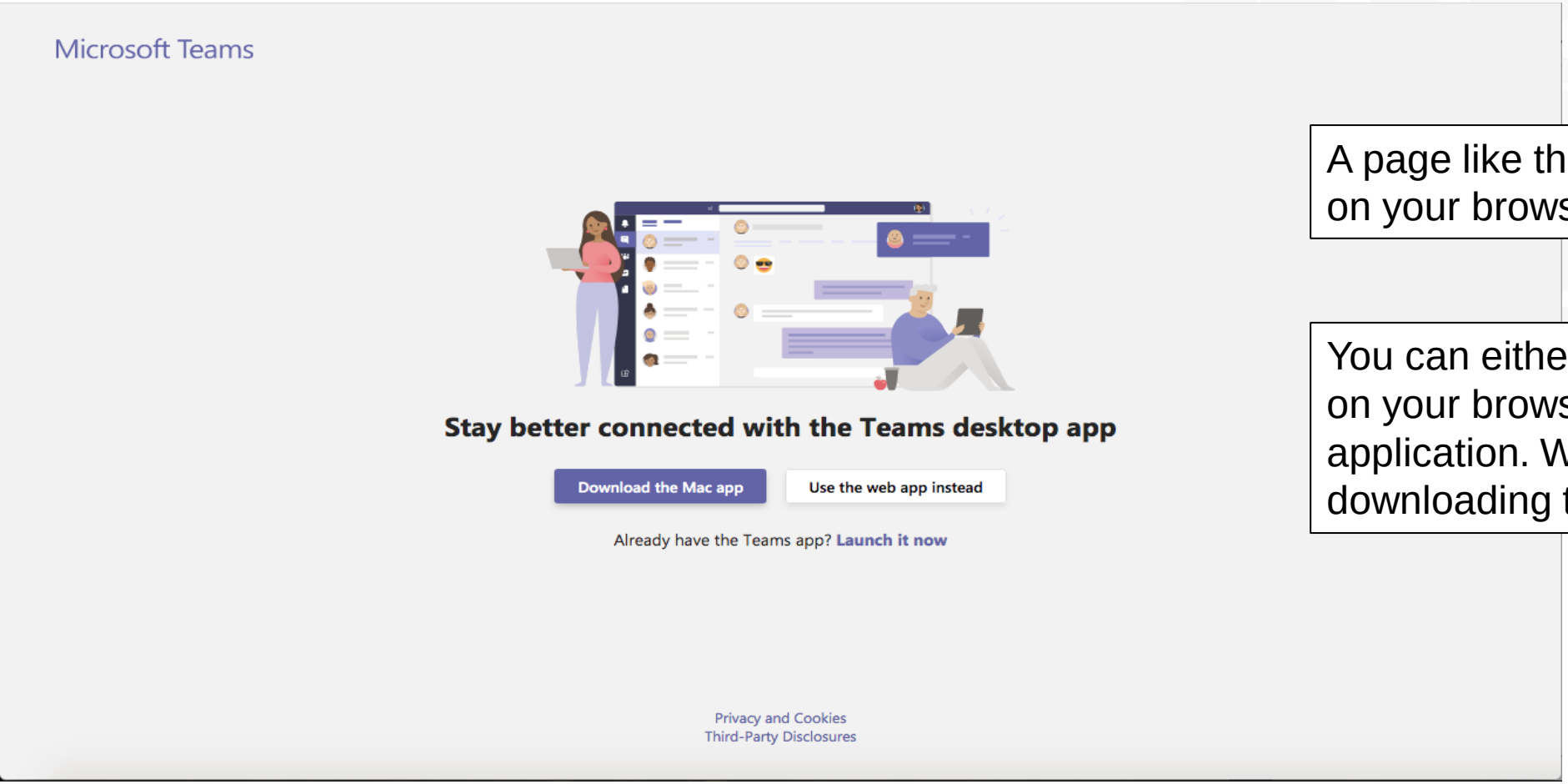


A message to confirm you are indeed human will appear.

If you are using an alternate email account to Outlook



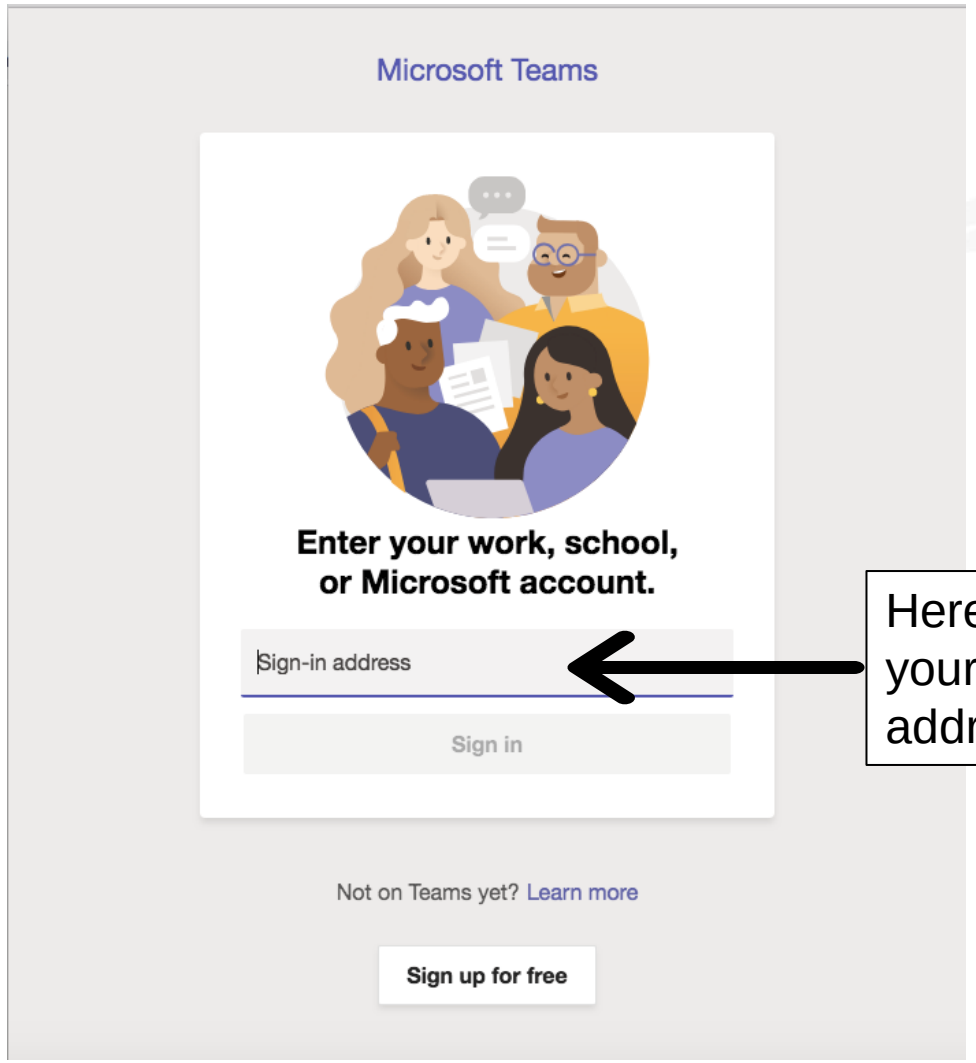
Access to Microsoft Teams



A page like this one will appear on your browser.

You can either select to open Teams on your browser or download the application. We recommend downloading the application.

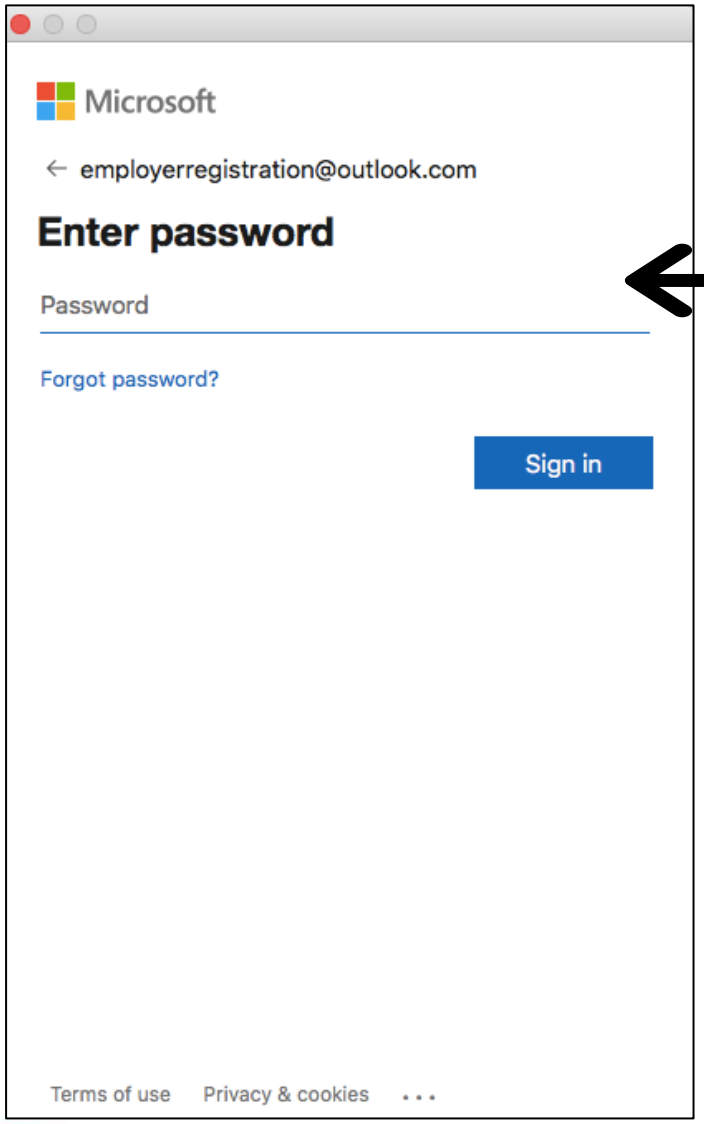
Welcome to Microsoft Teams!



You will be redirected to the Teams Sign-in section. You will see the option to open Teams on your browser or to download the application. We recommend downloading the application. Insert your email address and then your password to access the 2021 UPR RP Career Fair in Teams.

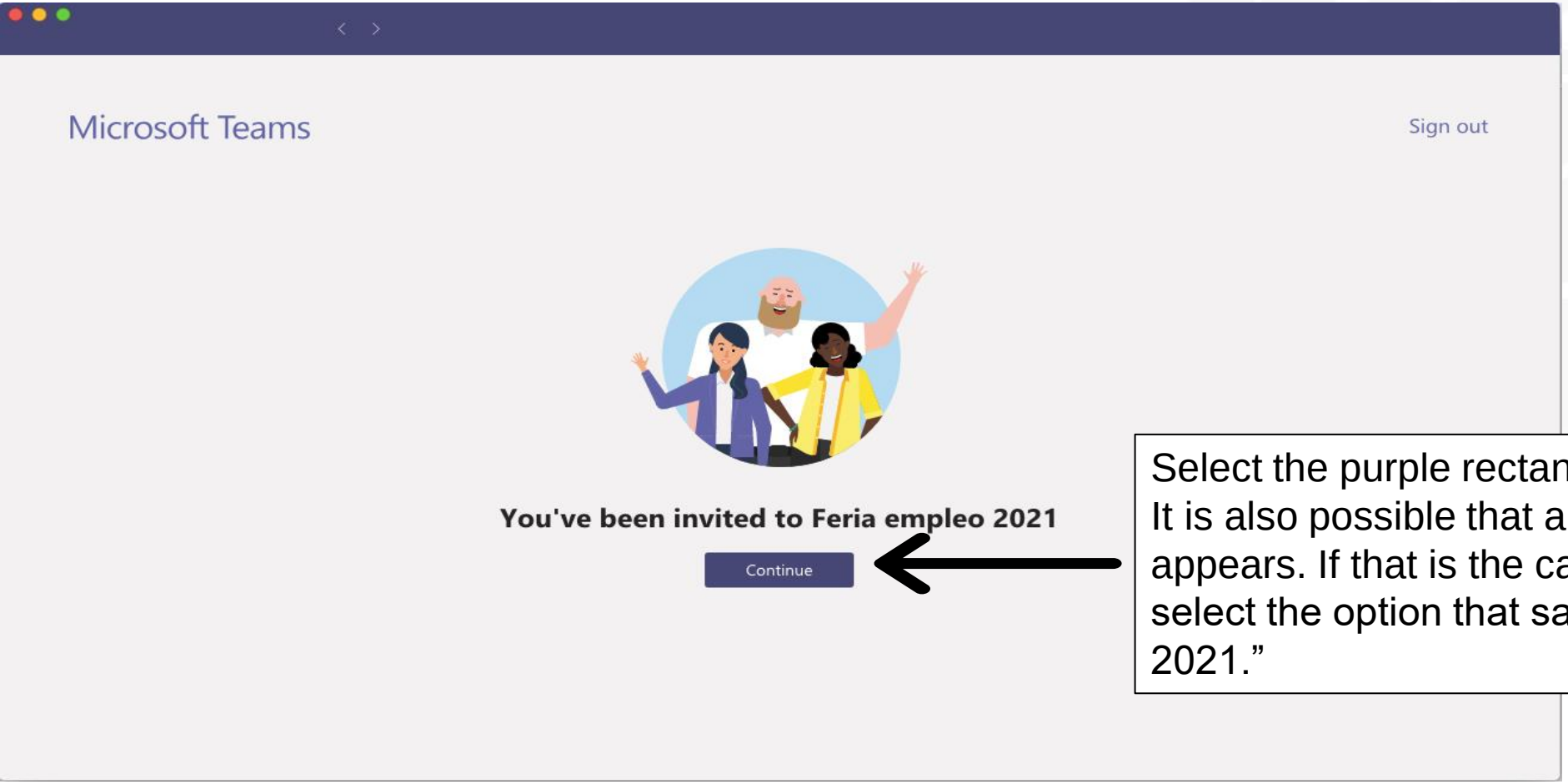
Here insert your email address.

Welcome to Microsoft Teams!



Once you provide your email address, a small window will pop-up to request your password.

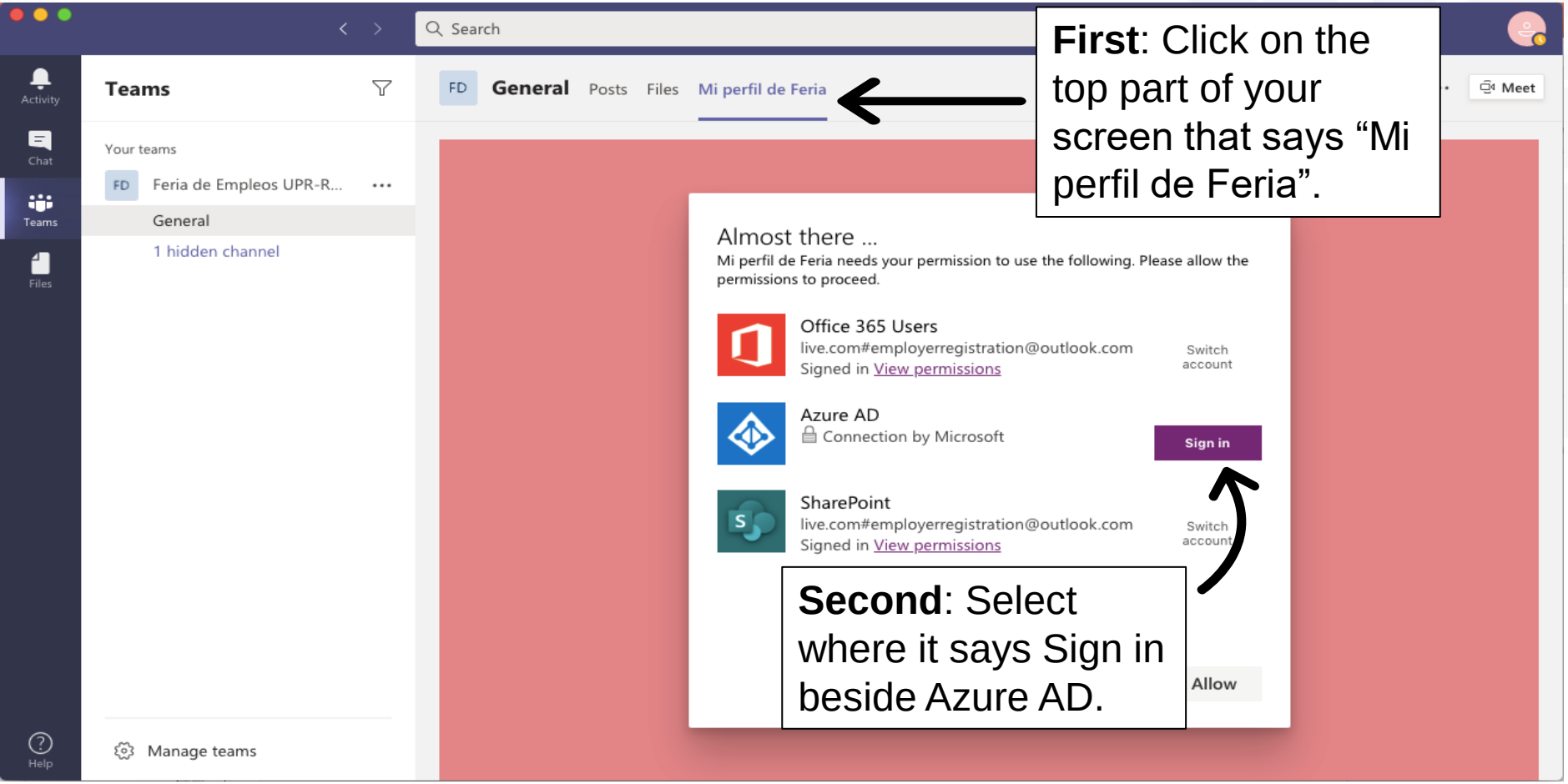
Welcome to Microsoft Teams!



After writing your password you will be redirected to this page.

Select the purple rectangle that says Continue. It is also possible that a dropdown menu appears. If that is the case, make sure you select the option that says, “Feria de Empleos 2021.”

Welcome to Microsoft Teams!

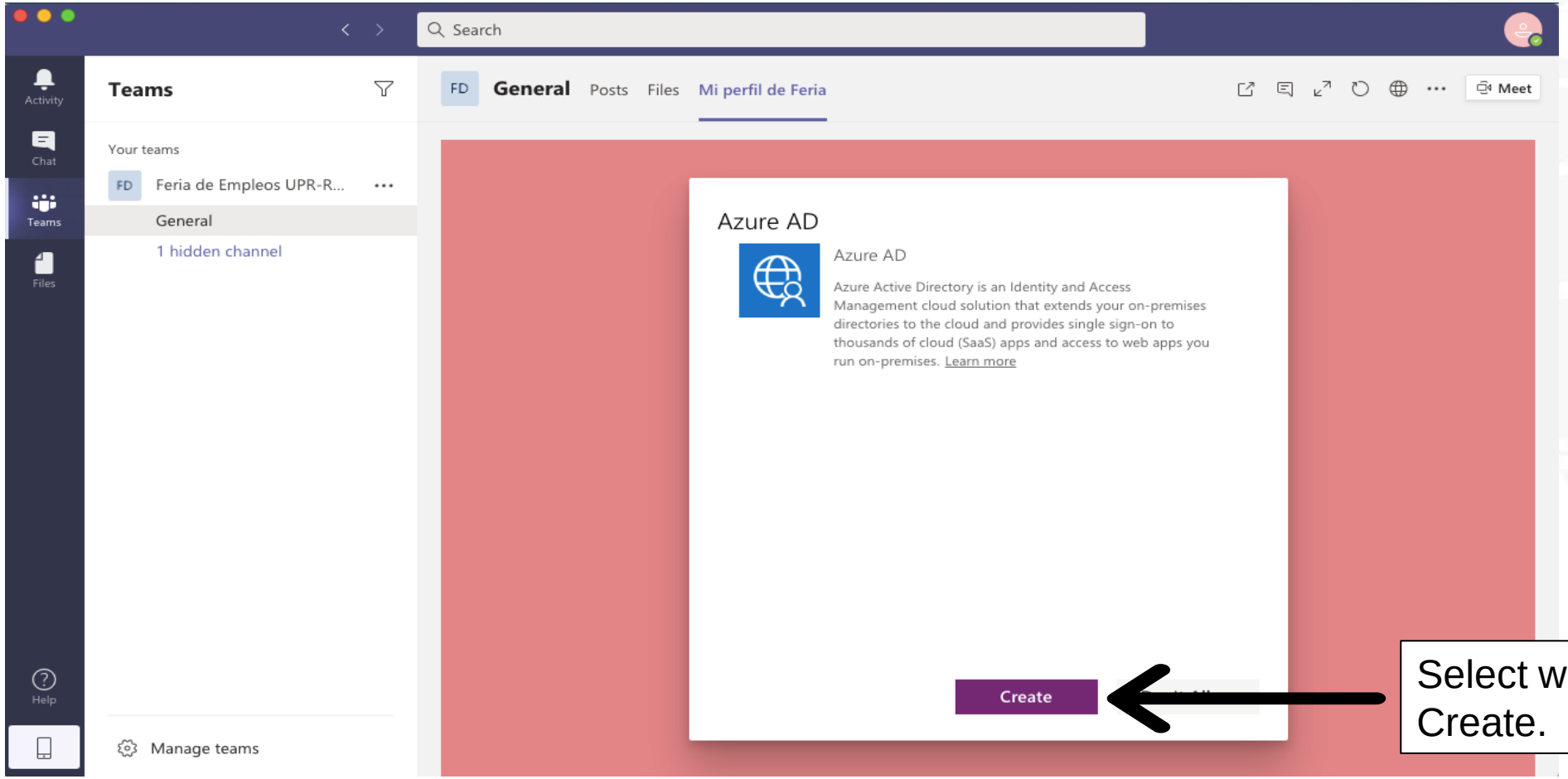


First: Click on the top part of your screen that says “Mi perfil de Feria”.

Second: Select where it says Sign in beside Azure AD.

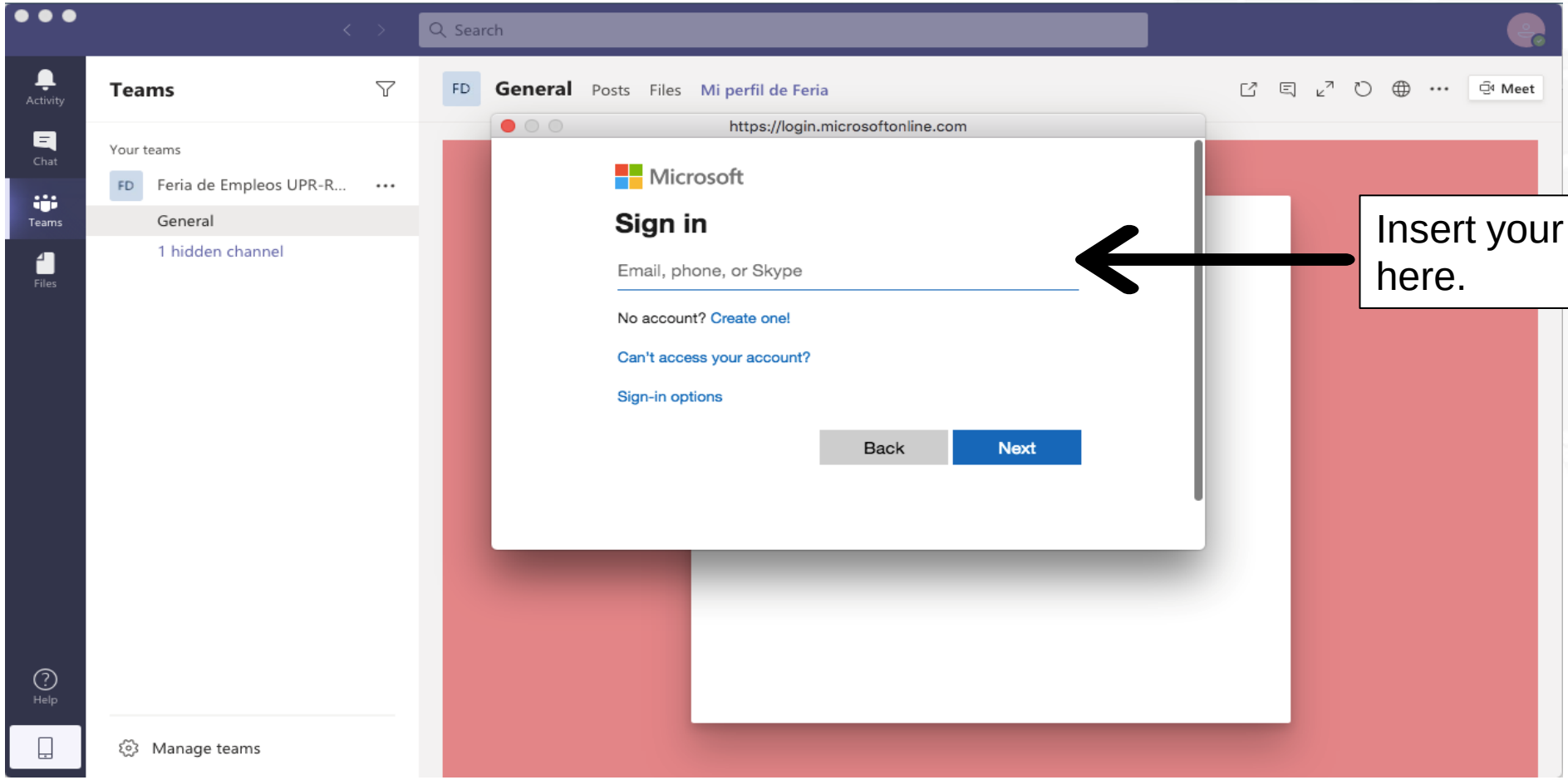
Note: If a message that says: “*You’ll need permissions to access this team or channel appears. Try contacting the team owner or admin”*, click on the top right X and then go to Activities at the top left side of your Teams window.

Welcome to Microsoft Teams!

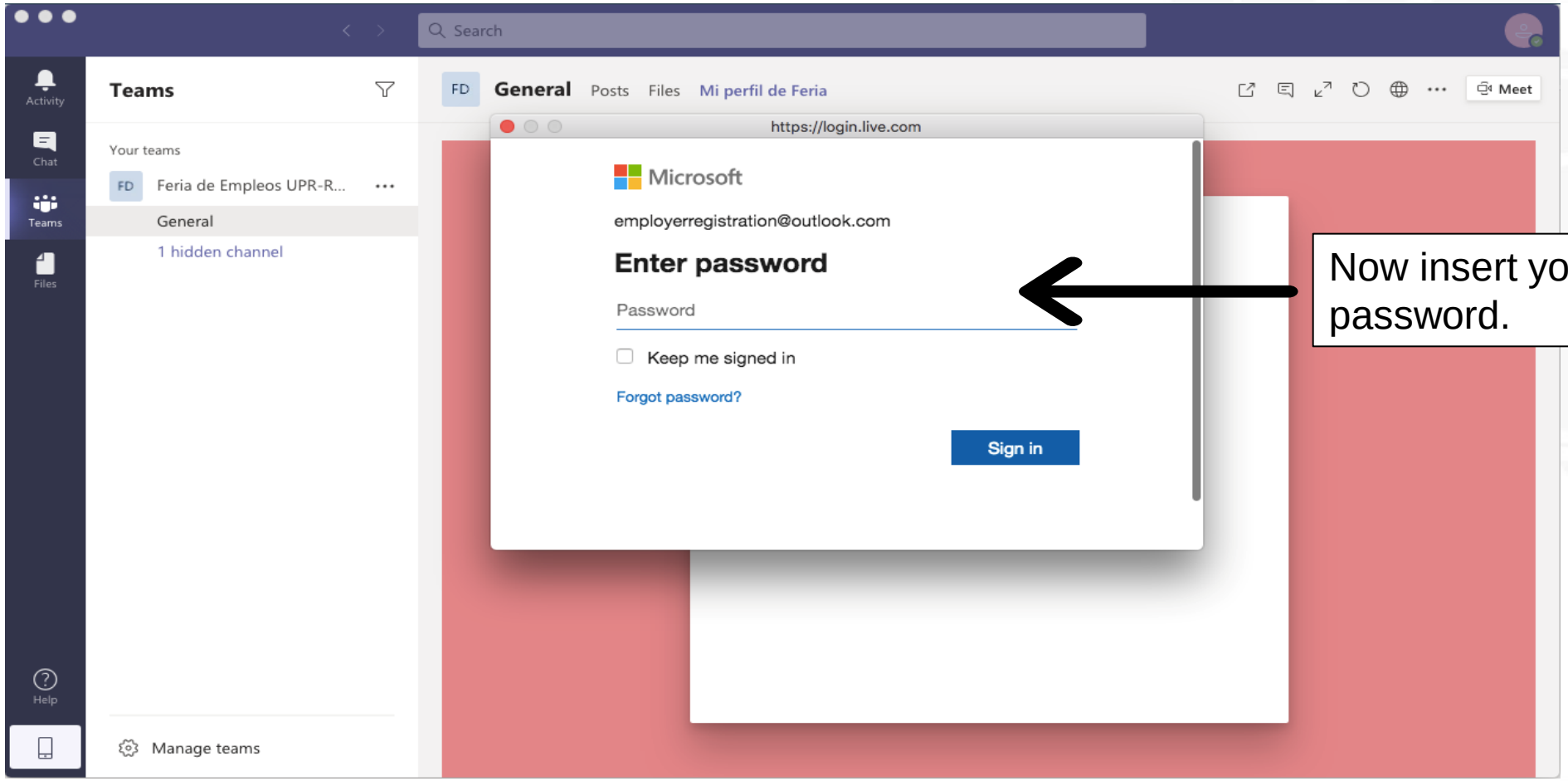


Select where it says Create.

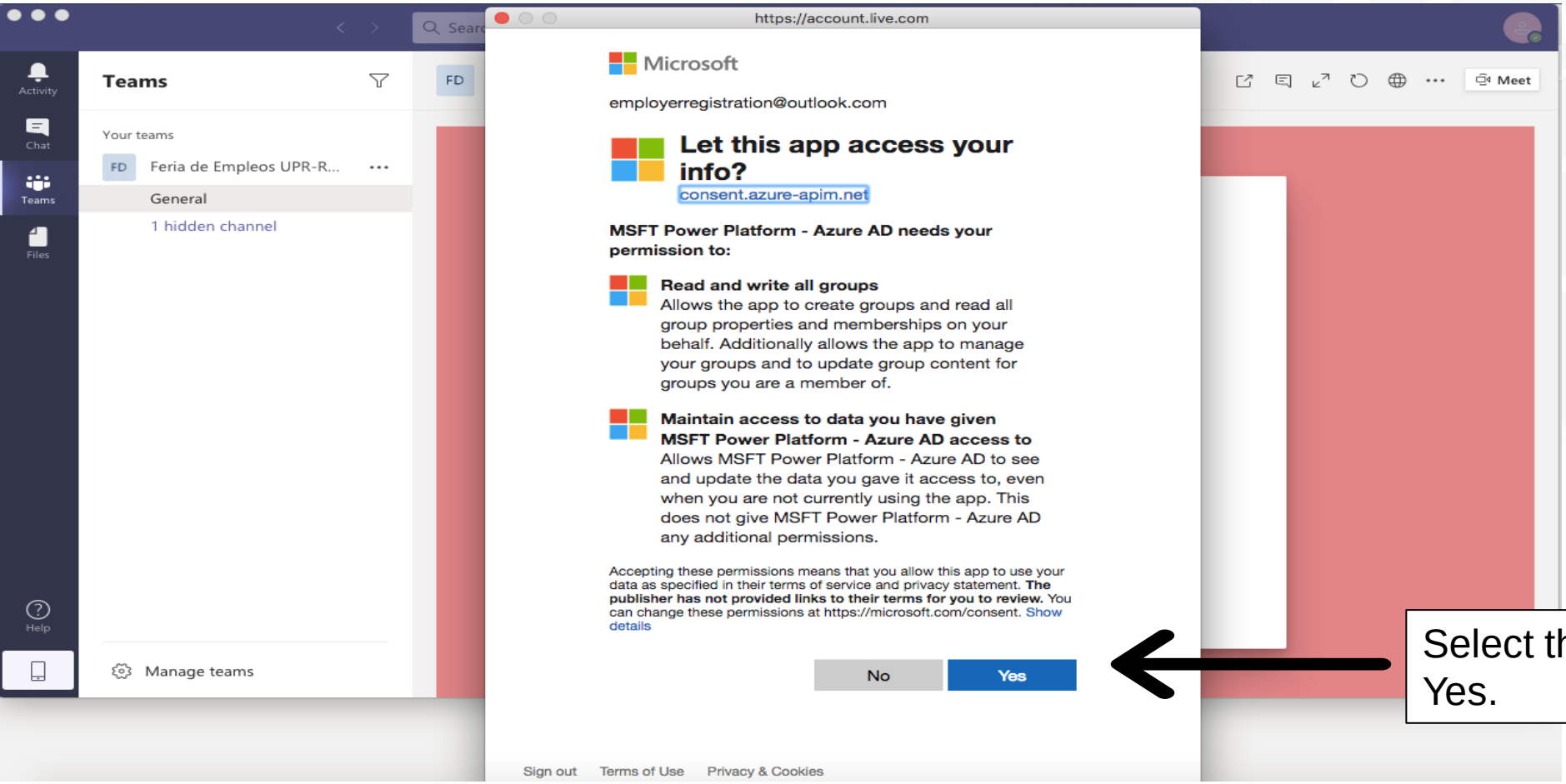
Welcome to Microsoft Teams!



Welcome to Microsoft Teams

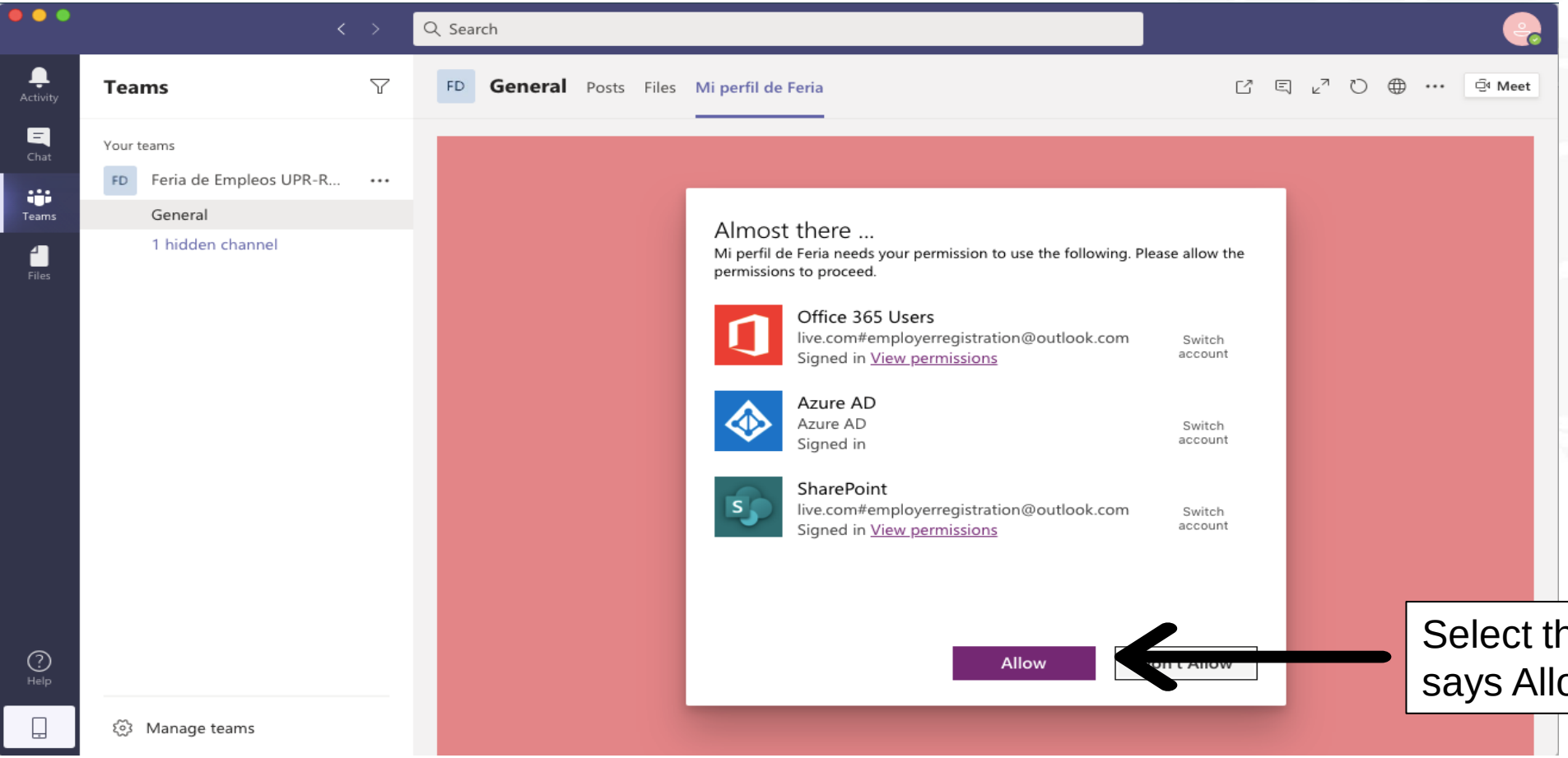


Welcome to Microsoft Teams!



Select the option that says Yes.

Welcome to Microsoft Teams!



Select the option that says Allow.

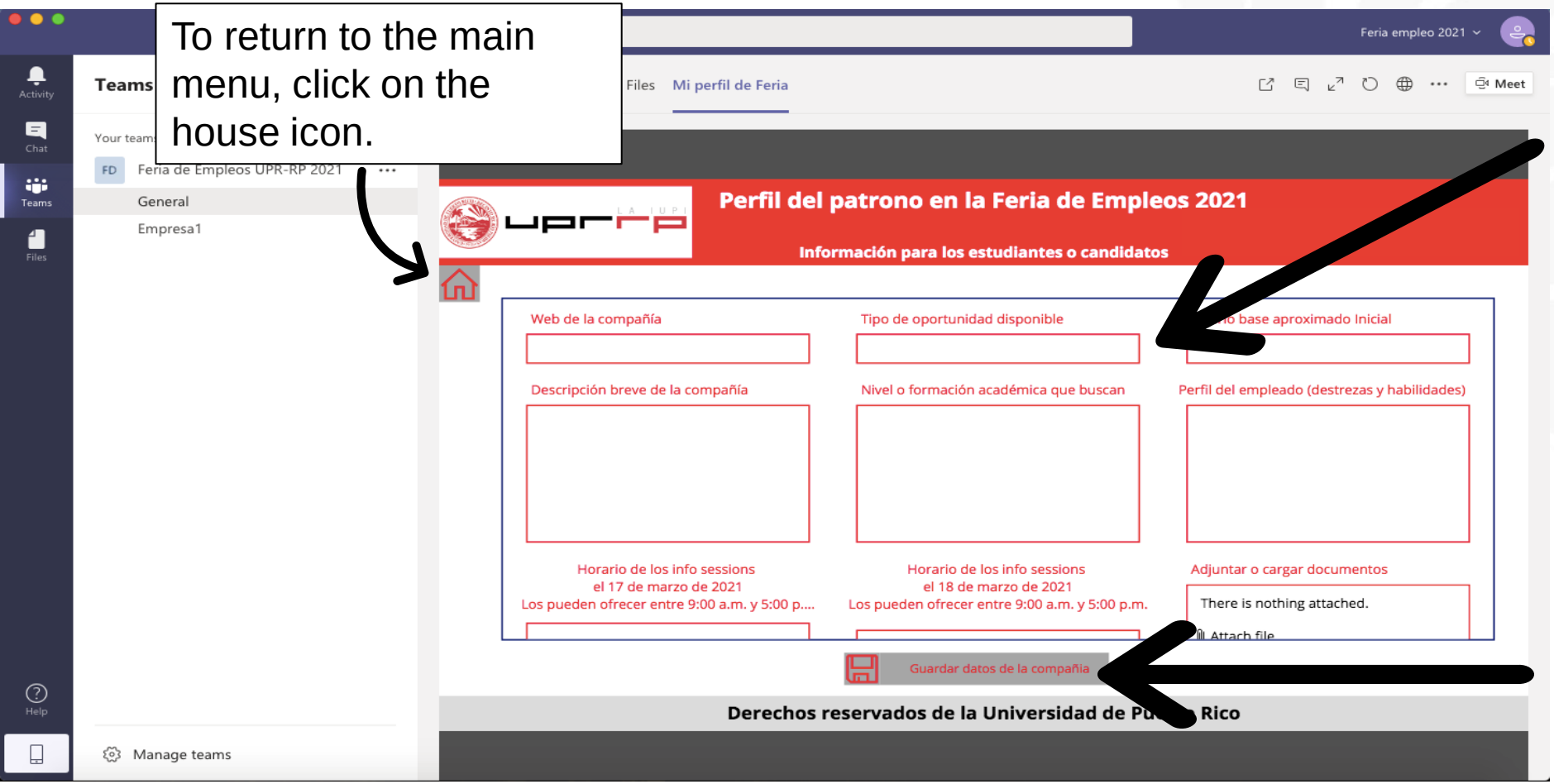
Employer Profile for the 2021 UPR RP Career Fair

First: At the top part of the window select where it says “Mi perfil de Feria.”

Secondly: Select the icon on the left where it says “Información para los asistentes.”

Employer Profile for the 2021 UPR RP Career Fair

To return to the main menu, click on the house icon.



First: Provide all the requested information about your company. This information will be available to all participants and potential candidates.

Once you complete your profile, make sure to click on the floppy disk icon where it says “Guardar datos de la compañía” to save all your information.

Employer Profile for the 2021 UPR RP Career Fair

Back in the main menu, click on the icon beside where it says “Datos de reclutamiento.”

Recruitment Information

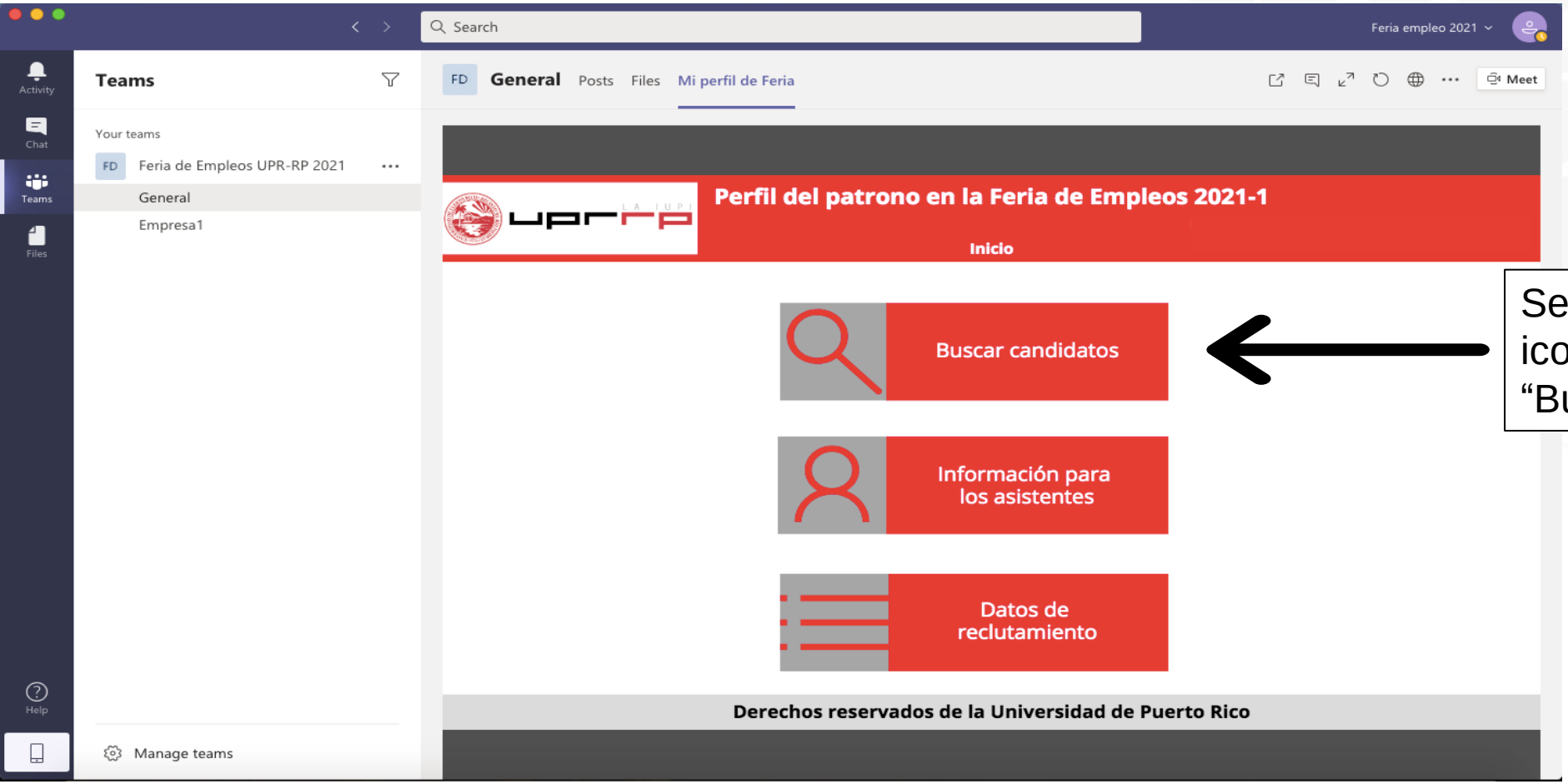
- Note: In this section you will indicate what you are looking for. Within the academic level options, you will find bachelors, masters and doctorate degrees in various areas. Further down you will be able to select the years of study you wish the candidates to have and the different types of opportunities you offer, such as full-time positions or internships.

Modify the spaces where a 0 appears to enter the number of positions you have available in each area.

Before returning to the main menu, make sure to select the floppy disk icon at the bottom where it says “Guardar datos de reclutamiento.”

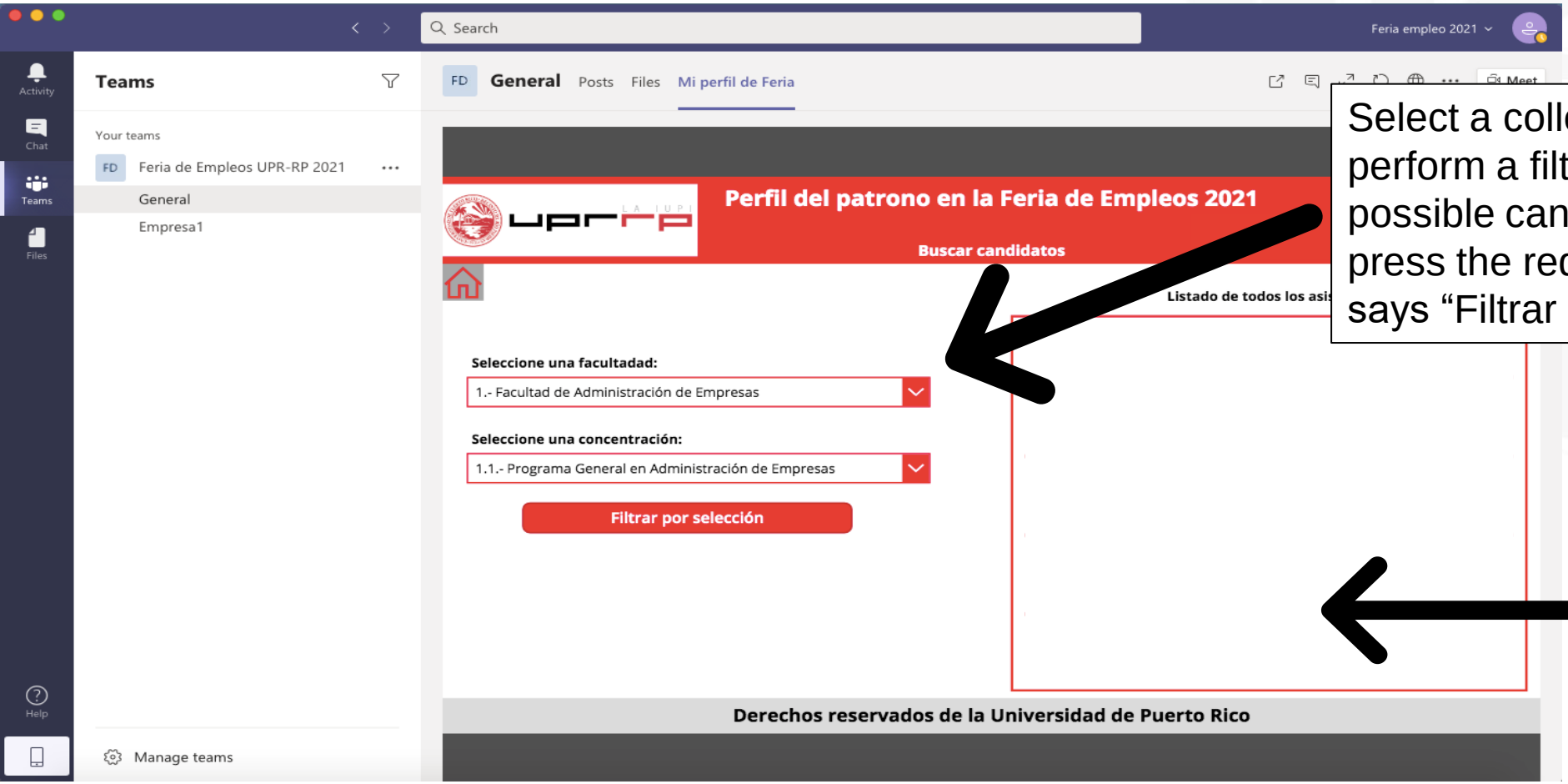
Candidate Search

After completing your profile and recruitment information, you can proceed to do a filtered search of possible candidates.



Select the magnifying glass icon beside where it says “Buscar candidatos.”

Candidate Search



Select a college and major to perform a filtered search for possible candidates. Then, press the red rectangle that says “Filtrar por selección.”

All the candidates that match the college and major you selected will appear here.