

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.

Registro de Patronos

Company Registration

Feria de Empleos Virtual UPR-RP 2021
Virtual Job Fair UPR-RP 2021
17 y 18 de marzo
March 17 & 18

* Required

1. Nombre de la compañía u organización *
Name of the company or organization

Enter your answer

2. Indique si su compañía es *
Indicate the case of your company

☐ Con fines de lucro (For-profit)
☐ Sin fines de lucro (Nonprofit)



3. Nombre y apellidos del representante *
Name and surname of the representative

Enter your answer

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



You have finished the Registration Form!



Additional representative mobile phone

Enter your answer

14. Seleccione el día en el que desea participar de la Feria *

Select the day you want to participate in the fair

☐ miércoles, 17 de marzo de 2021 (Wednesday, March 17, 2021)

☐ jueves, 18 de marzo de 2021 (Thursday, March 18, 2021)

15. Ubicación web del logotipo de su compañía u organización *

Web location of your company logo

Enter your answer

16. Acepto que al enviar este formulario recibiré un correo electrónico para verificar el correo ingresado. *

I accept that by submitting this form I will receive an email to verify the email address provided.

☐ Sí (Yes)

☐ No (No)

Never give out your password. [Report abuse](#)

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

Confirm your email address



Bruno (IT) <admin@M365EDU848165.OnMicros
oft.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.



UPRPP LA IUPI

Confirm your email address

Confirmar registro de patronos
Confirm Employers registration

* Required

1. Correo electrónico de la persona que accederá a la Feria *
Email of the person who will access the fair

Enter your answer

2. Código recibido en el Correo electrónico *
Code received in Email

Enter your answer

Submit

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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



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

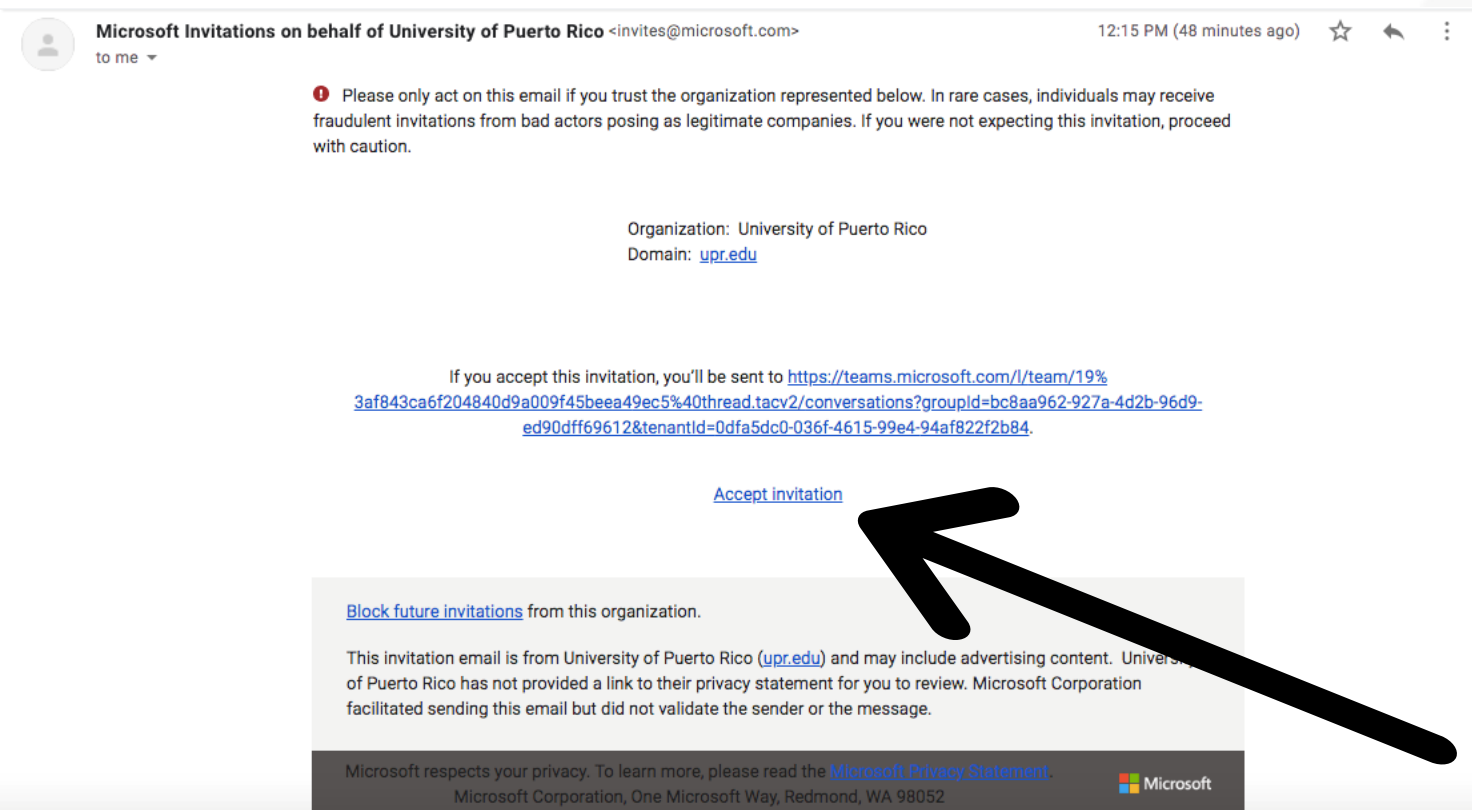
- Note: Even if you are representing a nonprofit organization, please complete the payment form.

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



UPRRP LA IUPI

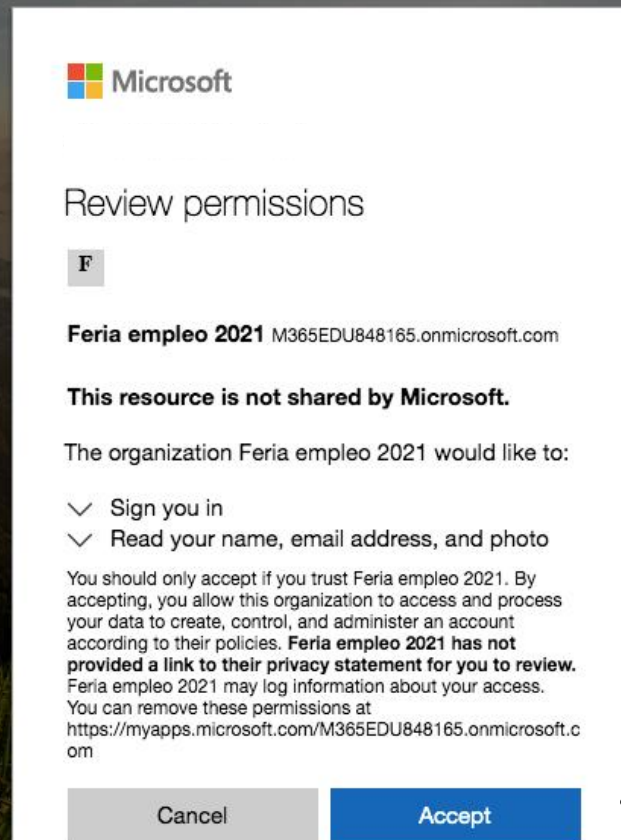
Invitation to participate on the 2021 UPR RP Virtual Career Fair through Microsoft Teams



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



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.

Click on Accept.

If you are using an alternate email account to Outlook

Microsoft Teams



Create account

Looks like you're new here. We'll create a new account with employerregister@gmail.com.

Create account

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.

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If you are using an alternate email account to Outlook

Microsoft Teams

Microsoft

← employerregister@gmail.com

Create a password

Enter the password you would like to use with your account.

Create password

☐ Show password

Next

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

Microsoft Teams



← employerregister@gmail.com

Create account

We need just a little more info to set up your account.

Country/region

Puerto Rico

Birthdate

Month

Day

Year

Next

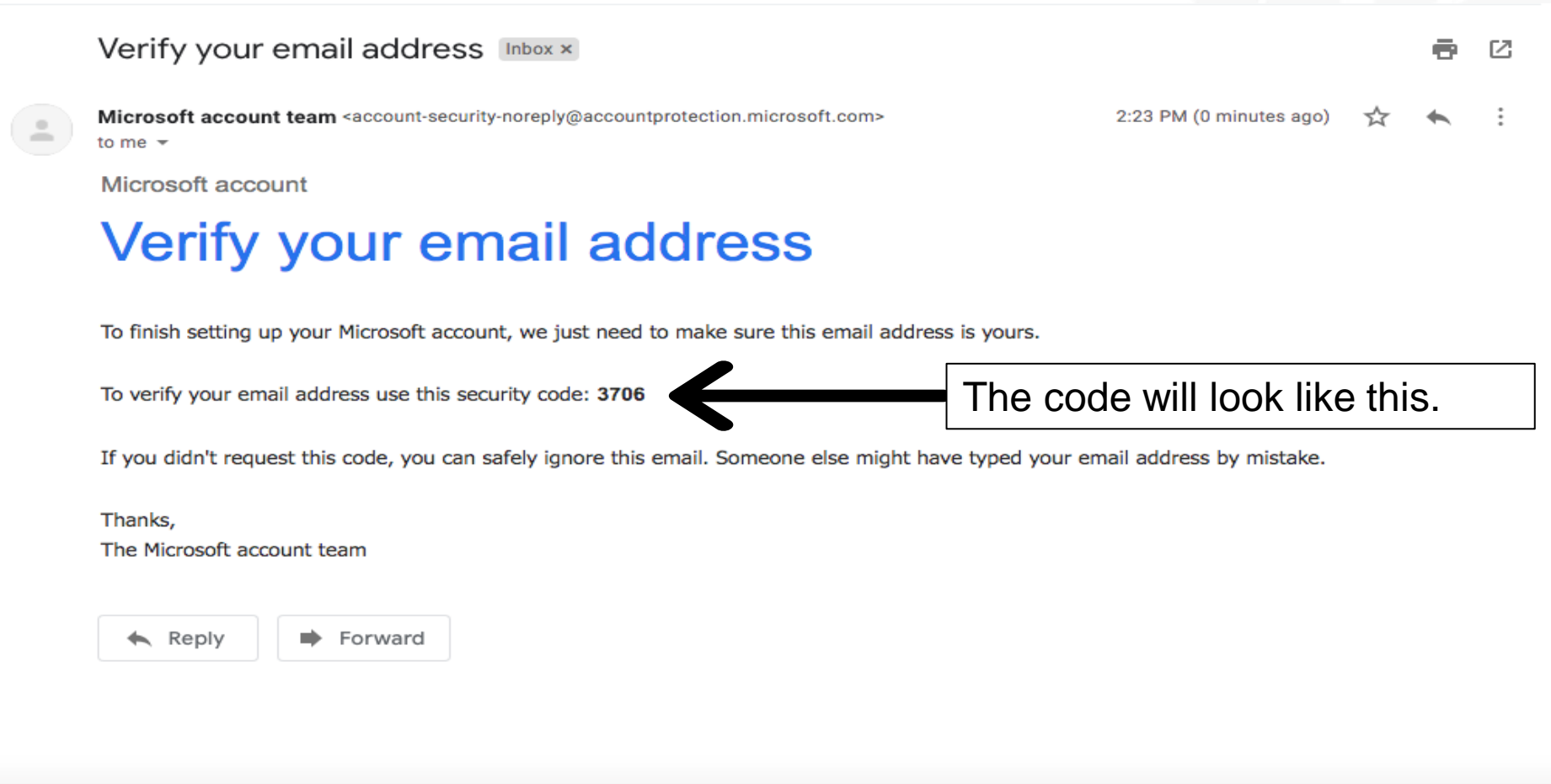
Please fill out the
required information.

[Terms of Use](#) [Privacy & Cookies](#)



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If you are using an alternate email account to Outlook



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

The code will look like this.



If you are using an alternate email account to Outlook

Microsoft Teams



Microsoft

← employerregister@gmail.com

Verify email

Enter the code we sent to **employerregister@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

☒ I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

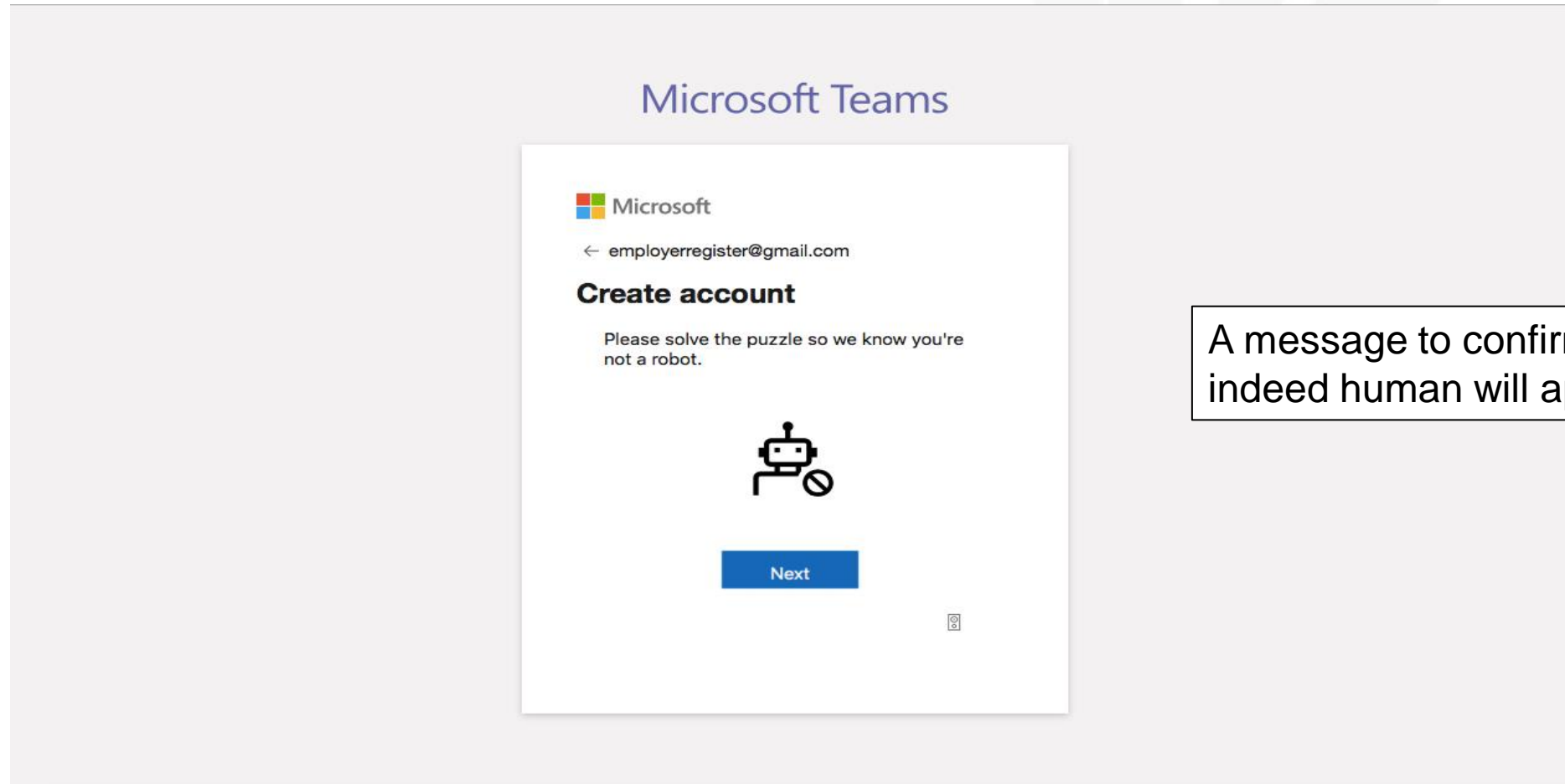
Write down the code
you received here.

[Terms of Use](#) [Privacy & Cookies](#)



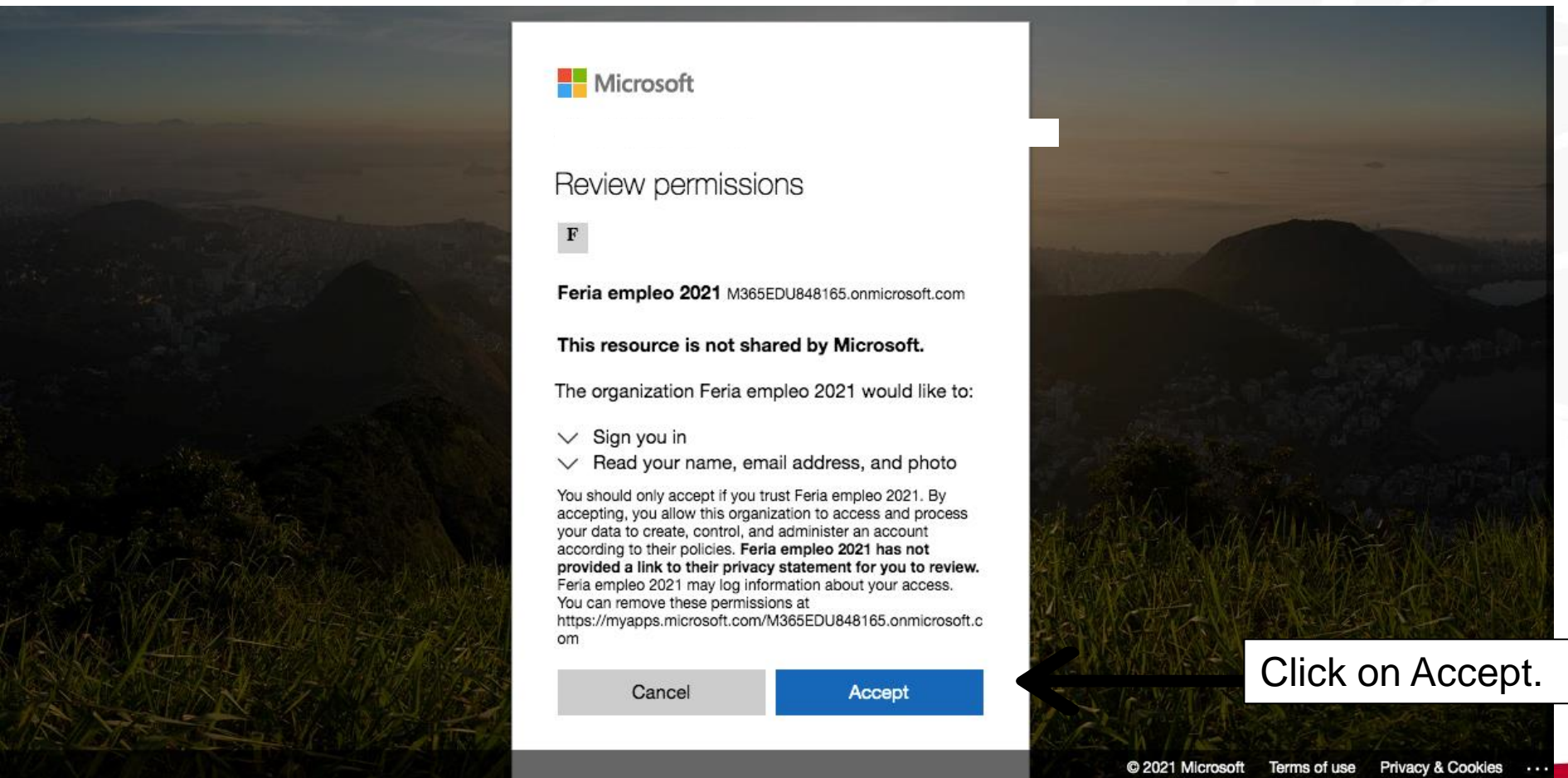
UPPP LA IUP I

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

Microsoft Teams



Stay better connected with the Teams desktop app

[Download the Mac app](#)

[Use the web app instead](#)

Already have the Teams app? [Launch it now](#)

[Privacy and Cookies](#)
[Third-Party Disclosures](#)

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.



UPPP LA IUPUI

Welcome to Microsoft Teams!

Microsoft Teams



**Enter your work, school,
or Microsoft account.**

Sign-in address

Sign in

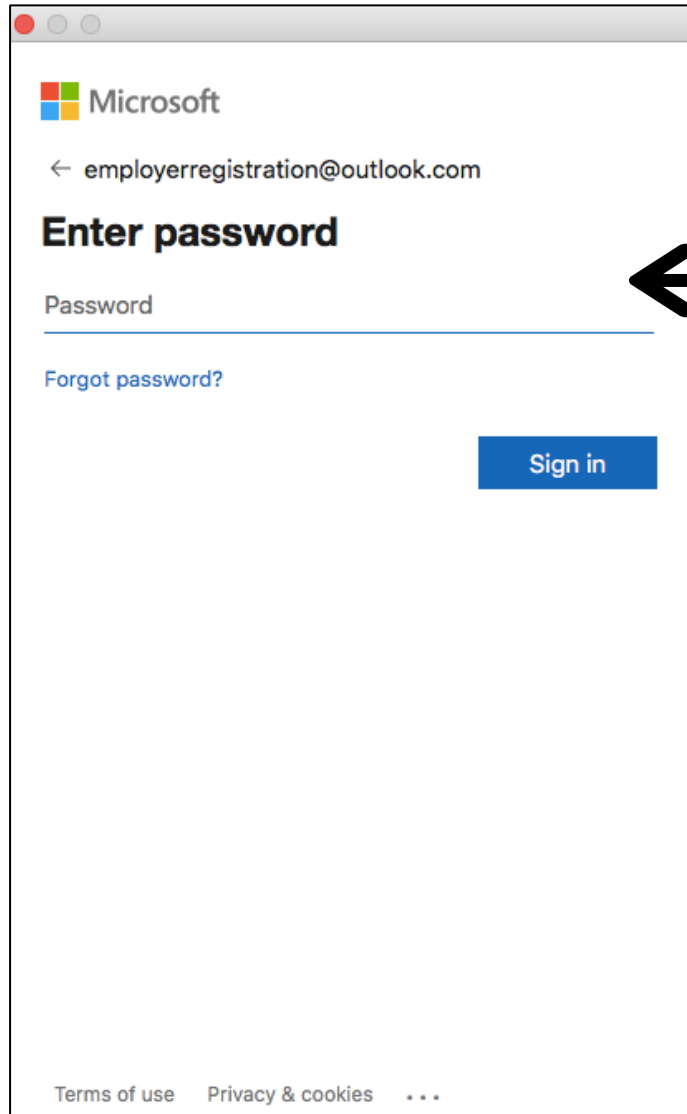
Not on Teams yet? [Learn more](#)

Sign up for free

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!

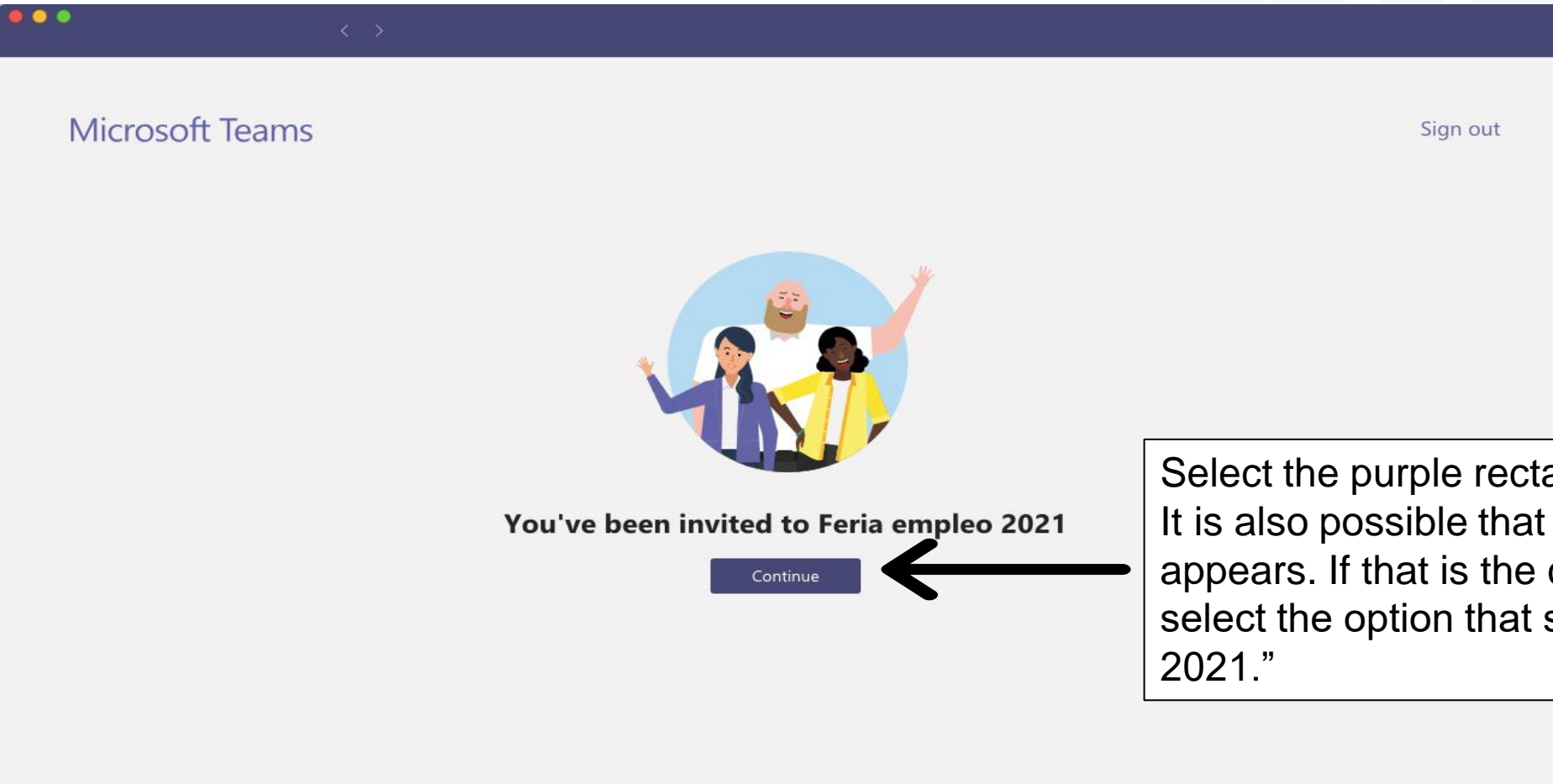


A screenshot of a web browser window showing the Microsoft Teams sign-in page. The page has a white background with a grey header bar at the top. In the header, there is a Microsoft logo and the text 'Microsoft'. Below the header, there is a back arrow and the email address 'employerregistration@outlook.com'. The main heading is 'Enter password' in bold. Below this is a password input field with the placeholder text 'Password'. To the left of the input field is a large black arrow pointing towards it. Below the input field is a link that says 'Forgot password?'. At the bottom right of the form is a blue button with the text 'Sign in'. At the very bottom of the page, there are links for 'Terms of use', 'Privacy & cookies', and a three-dot menu icon.

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

Welcome to Microsoft Teams!

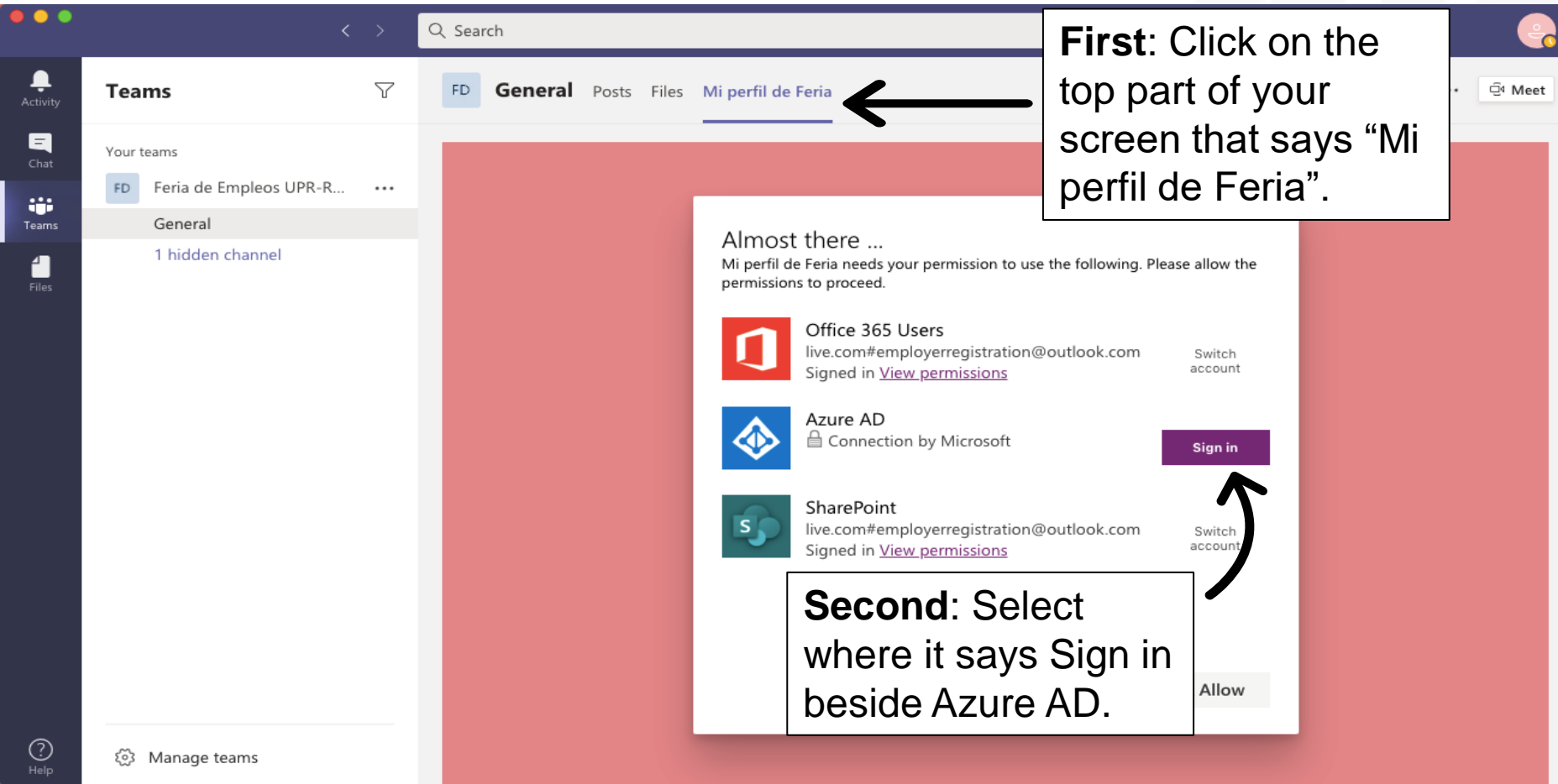
After writing your password you will be redirected to this page.



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!



The screenshot shows the Microsoft Teams web interface. On the left, the 'Teams' sidebar is visible with options for Activity, Chat, Teams, and Files. The main area displays a team named 'Feria de Empleos UPR-R...' with a 'General' channel. A permission request dialog is open in the center, titled 'Almost there ...'. It lists three services: Office 365 Users, Azure AD, and SharePoint, all signed in with the account 'live.com#employerregistration@outlook.com'. A 'Sign in' button is highlighted next to the Azure AD entry. A black arrow points from the top navigation bar to the 'Mi perfil de Feria' link, and another black arrow points from the 'Sign in' button to the 'Second' instruction box.

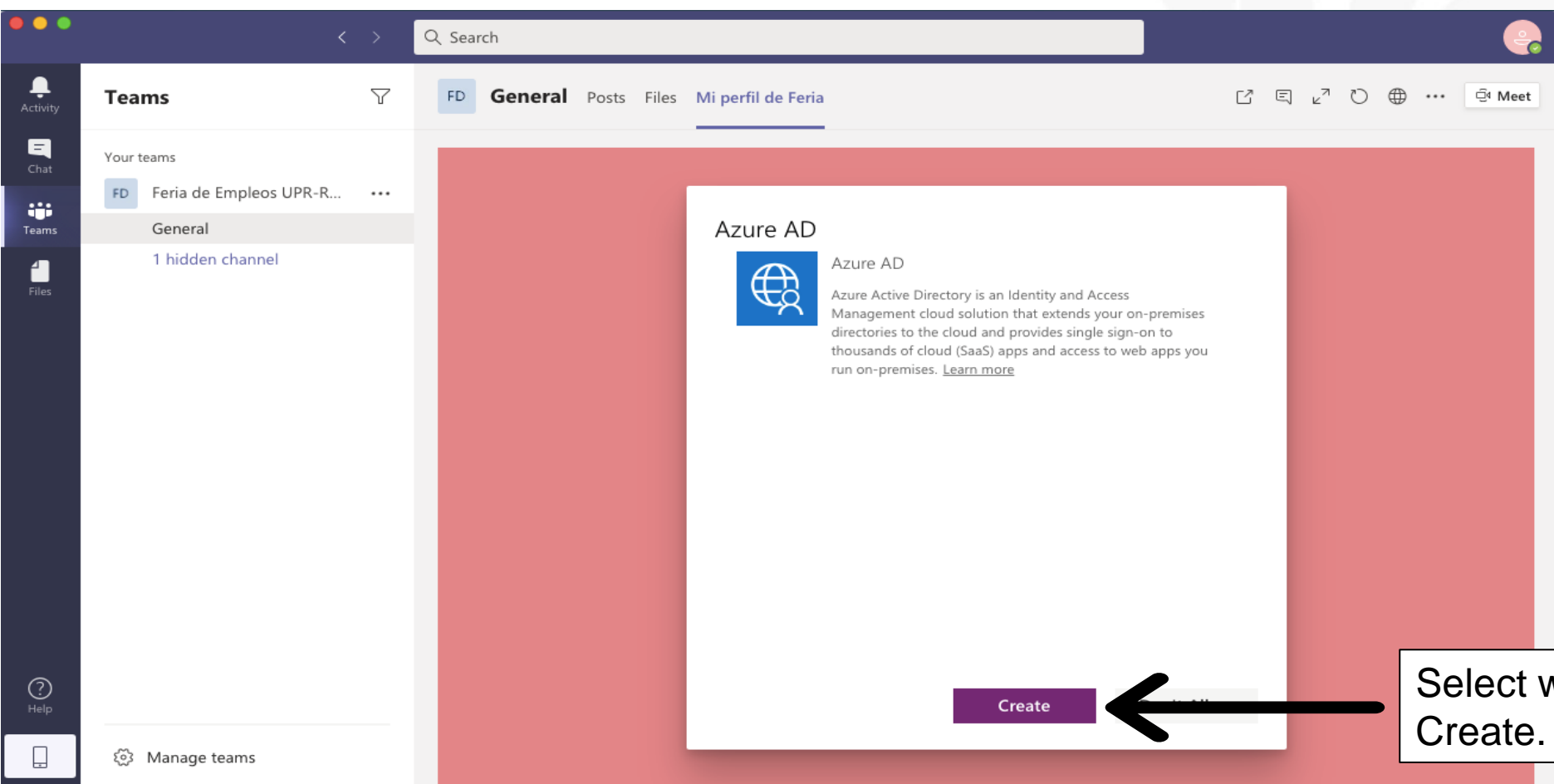
First: Click on the top part of your screen that says “Mi perfil de Feria”.

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!

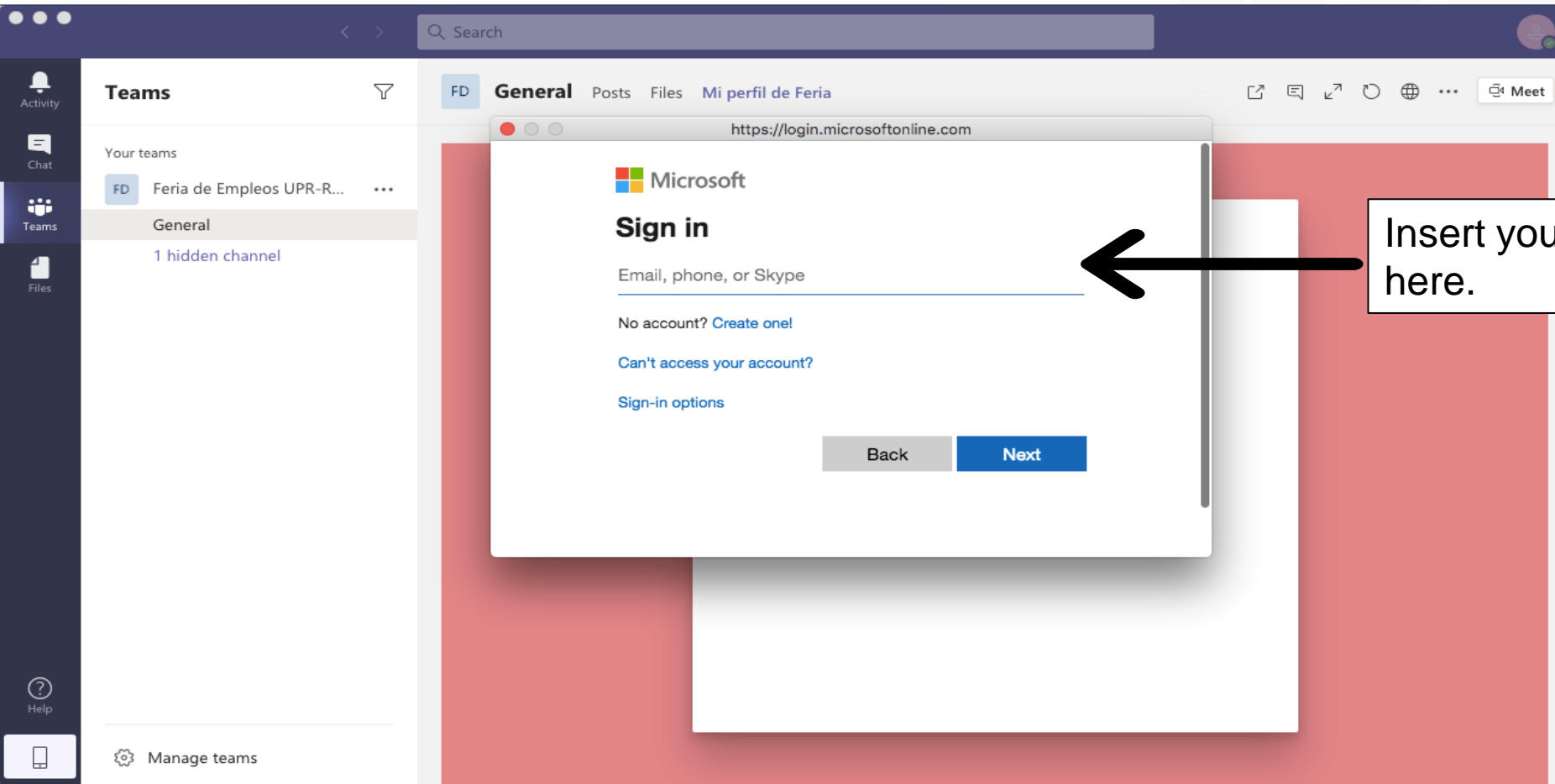


Select where it says
Create.

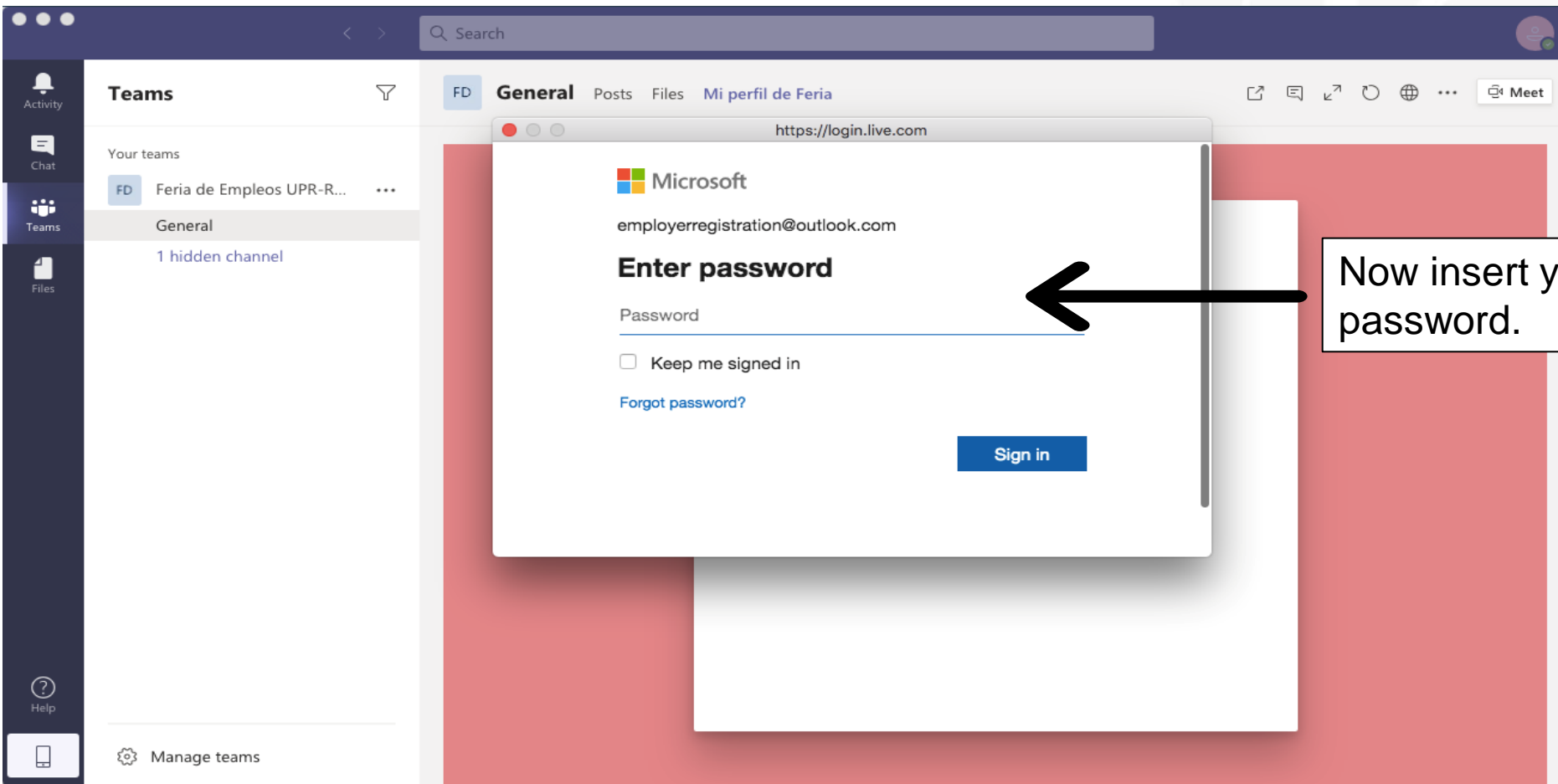


UPRRP LA IUPI

Welcome to Microsoft Teams!



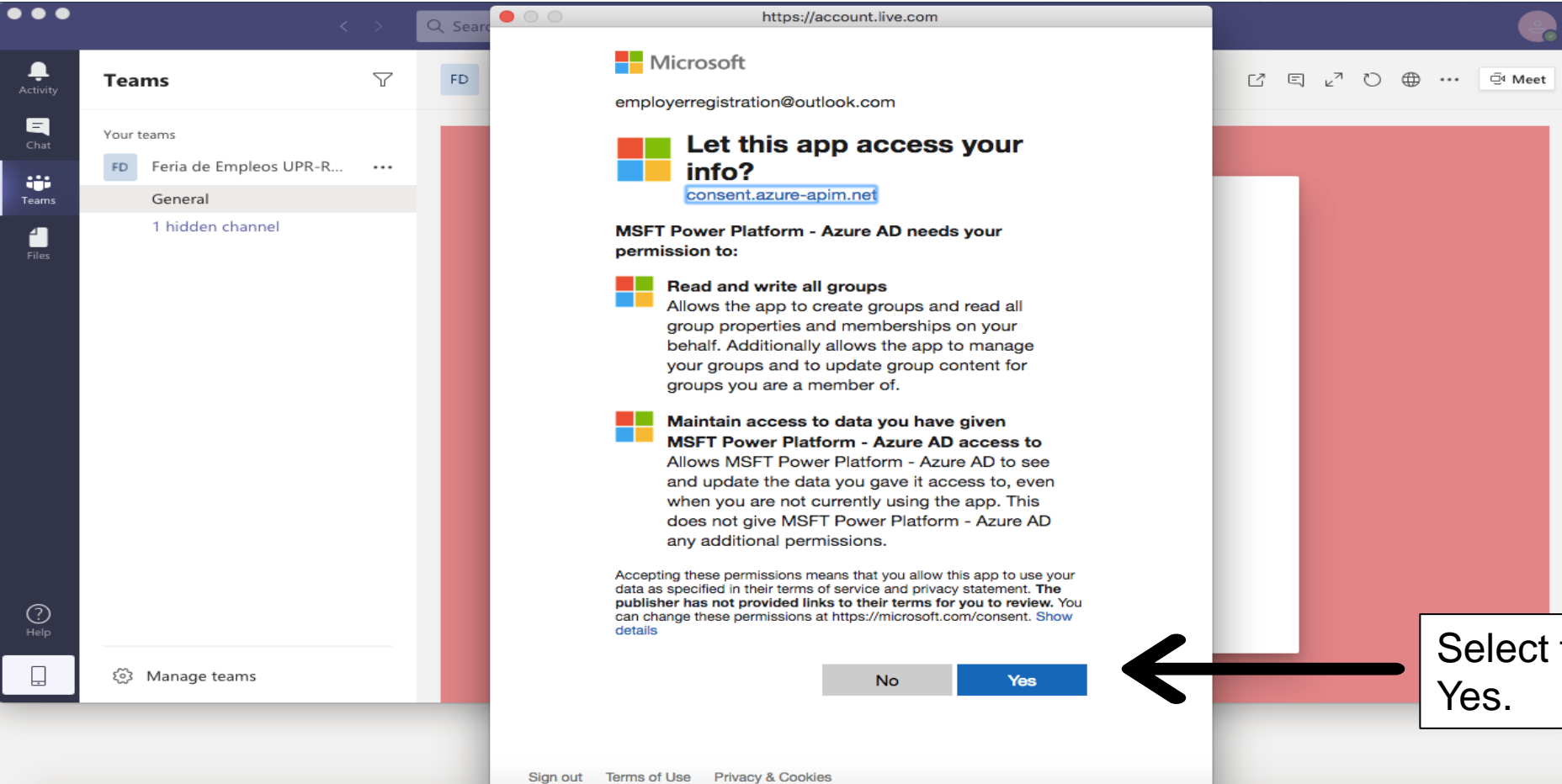
Welcome to Microsoft Teams



Now insert your email password.



Welcome to Microsoft Teams!

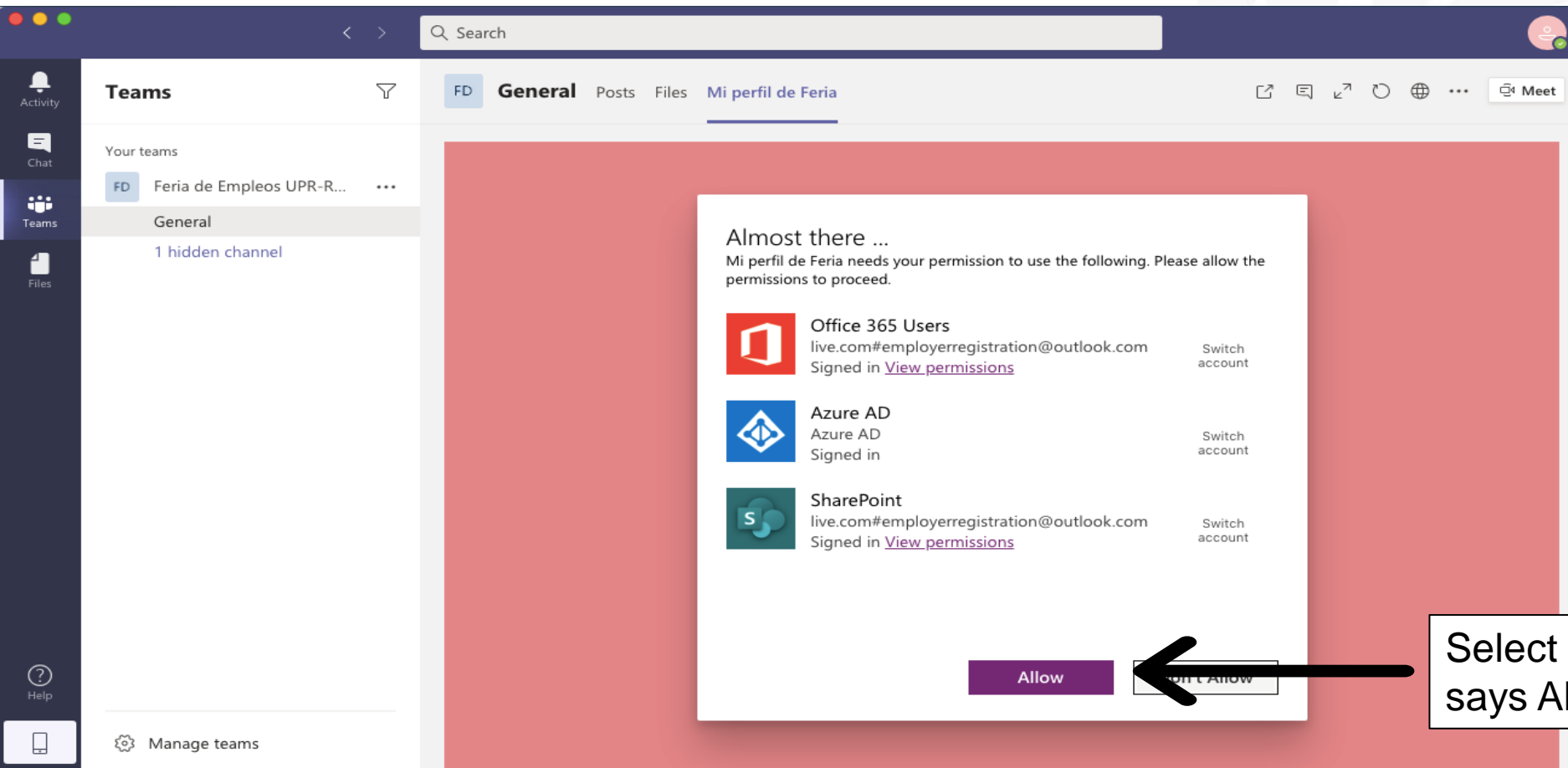


Select the option that says Yes.



UPRRP LA IUPUI

Welcome to Microsoft Teams!



Select the option that says Allow.



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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.

Teams

Activity

Chat

Teams

Files

FD Feria de Empleos UPR-RP 2021

General

Empresa1

Files Mi perfil de Feria

Feria empleo 2021

Meet

Perfil del patrono en la Feria de Empleos 2021

Información para los estudiantes o candidatos

Web de la compañía

Tipo de oportunidad disponible

Descripción breve de la compañía

Nivel o formación académica que buscan

Perfil del empleado (destrezas y habilidades)

Horario de los info sessions el 17 de marzo de 2021
Los pueden ofrecer entre 9:00 a.m. y 5:00 p.m.

Horario de los info sessions el 18 de marzo de 2021
Los pueden ofrecer entre 9:00 a.m. y 5:00 p.m.

Adjuntar o cargar documentos
There is nothing attached.
Attach file

Guardar datos de la compañía

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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

The screenshot shows a web application interface for the 2021 UPR RP Career Fair. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, and Files. The main content area has a top navigation bar with 'FD', 'General', 'Posts', 'Files', and 'Mi perfil de Feria'. Below this is a red header with the UPR RP logo and the title 'Perfil del patrono en la Feria de Empleos 2021-1'. The main content area contains three red buttons: 'Buscar candidatos' (with a magnifying glass icon), 'Información para los asistentes' (with a person icon), and 'Datos de reclutamiento' (with a list icon). A large black arrow points from the right towards the 'Datos de reclutamiento' button. At the bottom, a grey footer contains the text 'Derechos reservados de la Universidad de Puerto Rico'.

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.

Perfil del patrono en la Feria de Empleos 2021

Datos de la empresa para reclutamiento

Indique la cantidad de posiciones en áreas de reclutamiento para BACHILLERATO

Arquitectura:	0	Administración de Empresas:	0	Comunicaciones:	0
Educación:	0	Estudios Generales:	0	Humanidades:	0
Ciencias Naturales:	0	Ciencias Sociales:	0		

Indique la cantidad de posiciones en áreas de reclutamiento para MAESTRÍA

Arquitectura:	0	Administración de Empresas:	0	Comunicaciones:	0
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Guardar datos de reclutamiento

Derechos reservados de la Universidad de Puerto Rico

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

The screenshot shows a web application interface for the 'Feria de Empleos UPR-RP 2021'. The left sidebar contains navigation links for 'Teams', 'Activity', 'Chat', and 'Files'. The main content area is titled 'Perfil del patrono en la Feria de Empleos 2021' and includes a 'Buscar candidatos' section. This section contains two dropdown menus: 'Seleccione una facultad:' with the selected option '1.- Facultad de Administración de Empresas', and 'Seleccione una concentración:' with the selected option '1.1.- Programa General en Administración de Empresas'. Below these is a red button labeled 'Filtrar por selección'. A red rectangle highlights the area containing these filters and the button. A large black arrow points from the first text box to this red rectangle. At the bottom of the page, there is a footer with the text 'Derechos reservados de la Universidad de Puerto Rico'.

Teams

Activity

Chat

Teams

Files

Search

Feria empleo 2021

FD General Posts Files Mi perfil de Feria

Perfil del patrono en la Feria de Empleos 2021

Buscar candidatos

Listado de todos los asis

Seleccione una facultad:

1.- Facultad de Administración de Empresas

Seleccione una concentración:

1.1.- Programa General en Administración de Empresas

Filtrar por selección

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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.