

# 2010 Communication Career Fair

Mississippi State University

Wednesday, February 17<sup>th</sup> - Colvard Student Union Ballroom

12 p.m. – 3 p.m.

## Use Internet Explorer as your browser

(If you have previously registered and received a password, move to Step 2.)

### Step 1

Register with the Career Center

1. Go to [www.career.msstate.edu](http://www.career.msstate.edu)
2. Click on *Employers*
3. Move cursor to *Getting Started*
4. Click on *Register* (red tab)
5. Complete fields on screen
6. Click *Submit*

When your account has been activated, you will receive an e-mail with your username (e-mail) and password.

### Step 2

#### Log into Connections

1. Go to <https://csp.career.msstate.edu/employers/>
2. Enter your *Username* (your email address) and *Password* and click *go*
3. Under Quick Links, click on ***Spring 2010 Communication Career Fair***
4. Complete the following fields on the Spring 2010 Communication Career Fair registration form:
  - Contact Information
  - Payment Information
5. Click *Submit*
6. Click *Confirm* to confirm your registration or click *Modify* to edit your registration.  
(Once you click *confirm* you will be taken to an invoice/receipt screen.)
7. Please print the invoice/receipt for your records. A duplicate invoice/receipt will also be sent via e-mail.

(The \$75.00 registration fee will cover your table, refreshments, and lunch for two representatives. Any additional lunches will be \$10.00 each.)

**You have successfully completed your 2010 Communication Career Fair registration. Close your browser to exit Connections.** You will receive an e-mail (within 24 hours) confirming your participation in the Communication Career Fair.

## **Additional Information**

### **Air Service:**

The Golden Triangle Regional Airport is located 15 miles east of Starkville. Rental cars are available at the airport.

### **Lodging:**

Comfort Suites – 662-324-9595

Hampton Inn – 662-324-1333

\*Holiday Inn Express – 662-324-0076

Hotel Chester – 662-323-5005

Microtel Inn & Suites – 662-615-0700

*\* Holiday Inn Express is the Career Center Preferred Hotel. As an employer you may receive a 15% discount off regular room rates by booking your room using the code MSUC.*

### **Parking:**

Parking permits will be sent via e-mail. Parking Permits will allow you to park in **ANY** space on campus with the exception of handicapped, timed, or campus service parking.

Click here for a campus map: <http://www.msstate.edu/web/maps/index.php?building=0080>

(double click the map to zoom in on Colvard Student Union)

### **Lunch:**

Registration includes lunch for two representatives. Any additional lunches will be \$10.00 each. Payment is due no later than February 12th. No refunds after February 12th.

#### Contact:

Caragh M. Boyles, Senior Coordinator

MSU Career Center

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