

THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

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UNC PEMBROKE BRAVE OPPORTUNITIES EMPLOYER GUIDE – CAREER EVENTS

1. Access the UNCP Brave Opportunities Web site at www.myinterfase.com/uncp/employer and login
New Users – Create an Account:

- If you are not a current user, click on “Click here to register!” under the login boxes and follow the directions on that page.
- Complete all sections. Required fields are marked with an asterisk (*).
- Click on the “Register” button.
- NOTE: Once you have created an account, your account will be in pending status and a Career Center staff member will review your account. When your account is approved, you will receive an e-mail notification and will then have access to the Career Events registration the next time you login. (If you do not receive your e-mail notification within two business days, please contact our office at the phone number or email address listed above.)
- To register for a career event/fair, see step #2, **Registering for a Career Event/Fair.**

Existing Users:

- Enter your Username and Password.
- Click on Login.
- To register for a career event/fair, see step #2, **Registering for a Career Event/Fair.**

2. Registering for a Career Event/Fair

- Once your account has been approved by our office, a link for “Career Events” will appear on the task bar. Click on this link to begin the career event/fair registration process.
- Click the “Register” link under the Action column for the career event/fair of your choice.
- Check to make sure all required sections are completed, add information to additional sections of your choice, and click “Continue.” Required fields are marked with an asterisk (*).
- Add the names and contact information of those recruiters who will be attending the fair (limit 2 recruiters per organization). If the contact person for this organization is also one of the attending recruiters, please add that name and contact information here. Click “Continue” once you have added each attending recruiter.
- Select the appropriate fee amount(s) by checking the box(es) and clicking “Save.”
- To receive an invoice immediately, click on the “Invoice” button at the bottom of the page and one will be sent directly to your email address.
- Once your career event/fair registration is approved by a Career Center staff member, you will receive a confirmation email that includes a parking permit and a copy of your invoice (if you do not receive a confirmation email within two business days, please contact our office).
- A receipt will be emailed to you once you send a check or call with your credit card information.
- NOTE: Once your career event/fair registration has been approved, your registration information cannot be altered online. If you need to make changes to your registration information, please contact our office.