

Student User Guide

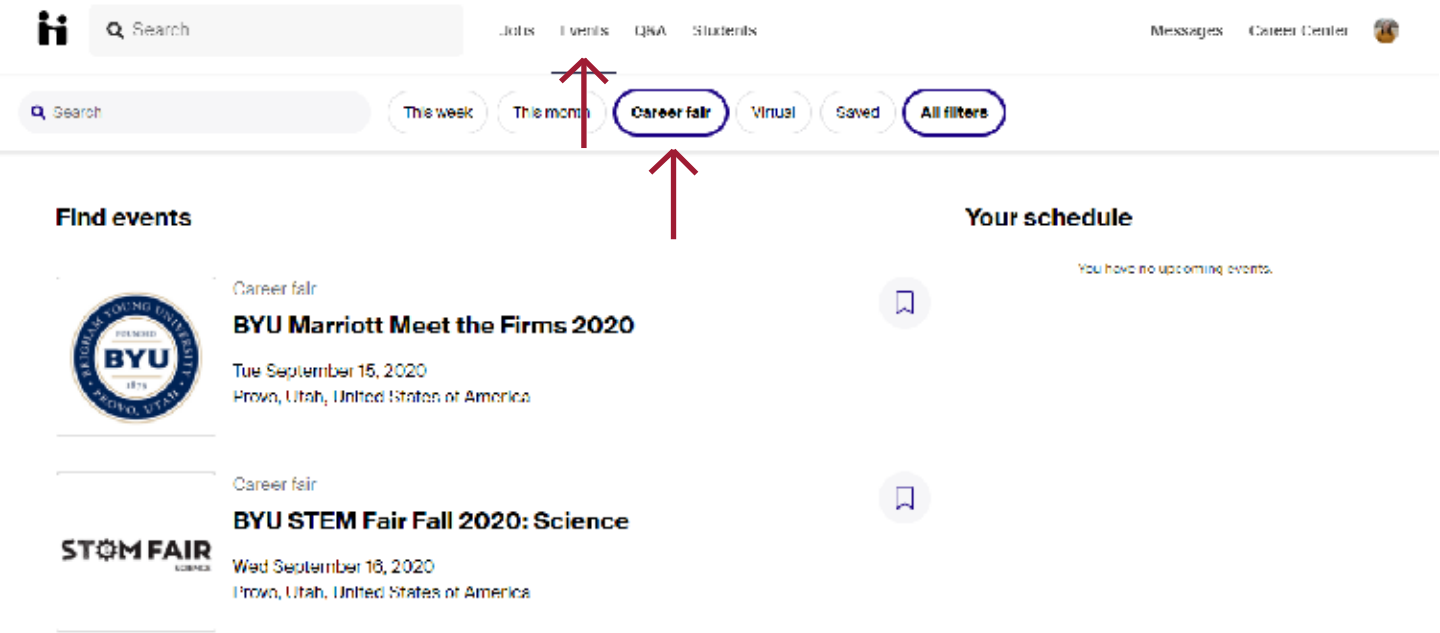
EASY VIRTUAL FAIR



BYU

GETTING STARTED

- Log into Handshake at byu.joinhandshake.com/login to see the employers who are attending each fair.
- Click on the “**Events**” tab at the top of the homepage. Use the “**Career fair**” filter by the search bar and select the name of the fair to view more information.



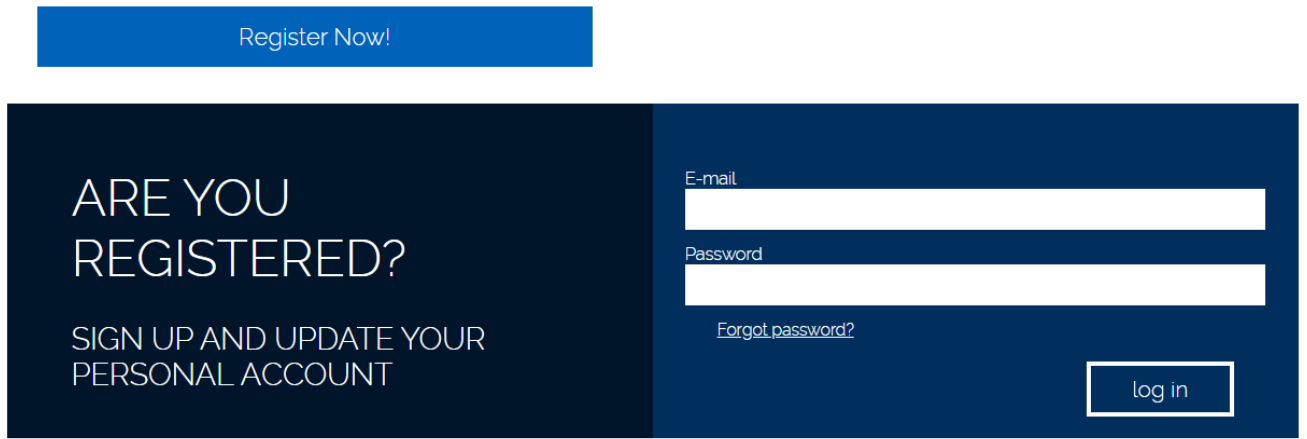
- A list of Employer Attendees is shown on the left.



- Register for the virtual fairs at byu.easyvirtualfair.com by clicking the “**Register Now!**” button and filling out the required registration fields. Read and accept the terms and conditions, and click “**Save**” at the bottom.



- Check your email for your registration confirmation.
- Return to the website and enter your email and password in the bottom right to log in. This will take you to your profile where you can upload your resume, add a picture of yourself, and edit your personal information.



ACCOUNT

Fill in your personal data

First Name*

(max. 40 characters)

Last name*

(max. 255 characters)

Email*

(max. 40 characters)

Password*

(max. 40 characters)

Confirm Password*

(max. 40 characters)

BYU NetID*

(max. 255 characters)

College*

Class Level*

Major*

Accounting

Acting

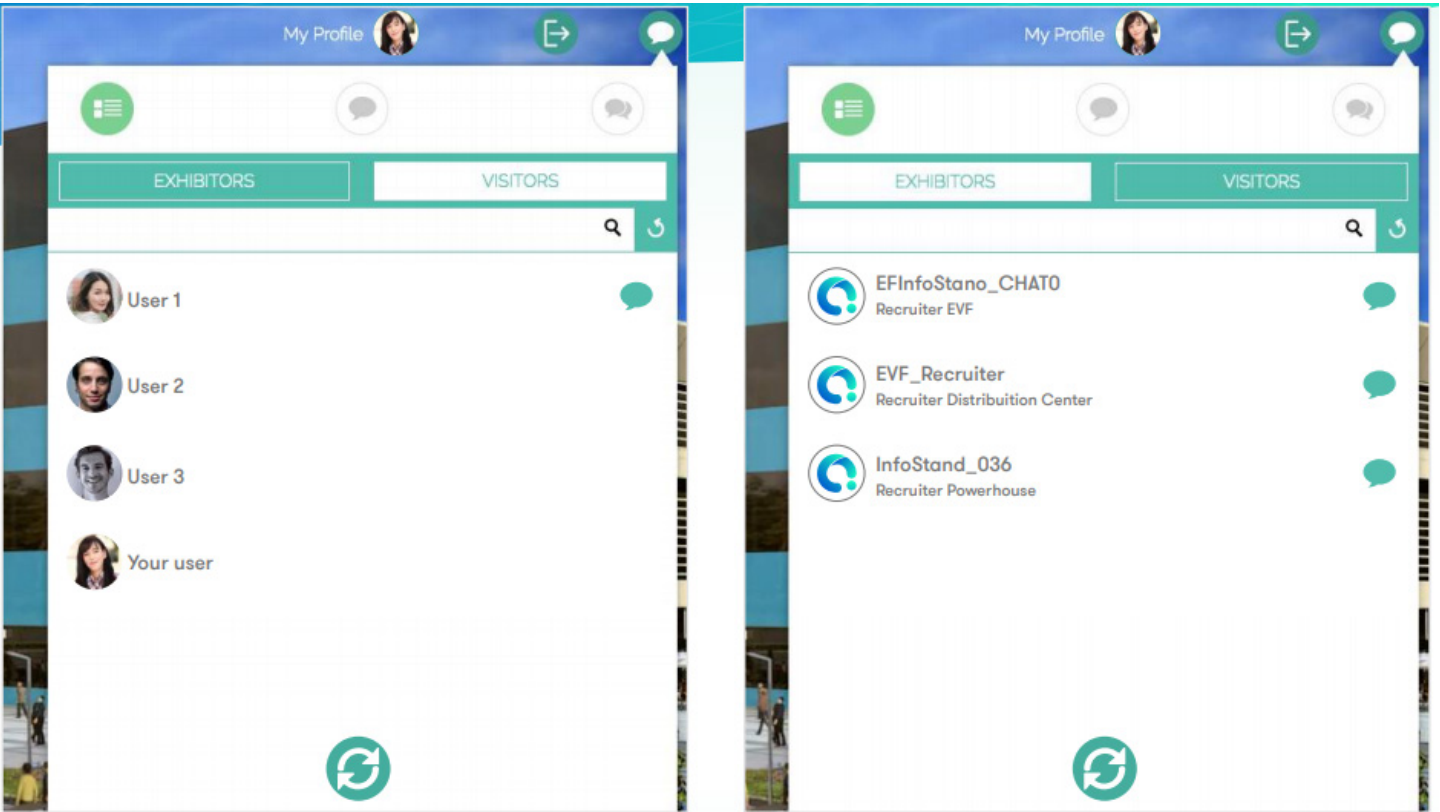
Actuarial Science

American Studies

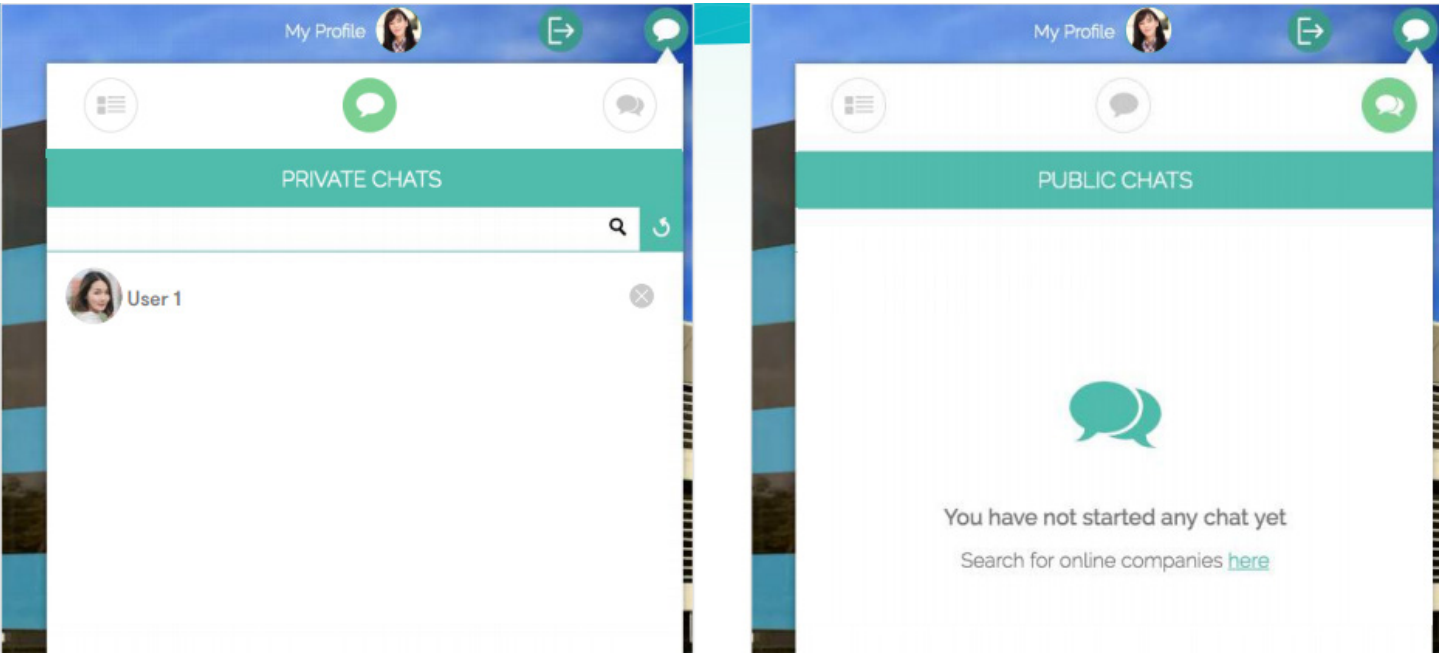
Ancient Near Eastern Studies: Greek New Testament

THE CHAT FEATURE

- When you log in during the hours of a fair, it will take you into the virtual event.
- You will notice a speech bubble. If you click on it, the chat feature will open.
- Within the chat box, there are three circles at the top. The left circle will show you a complete list of employers and visitors. Click on the speech bubble next to any name to chat with that person. The middle circle will show you your private chats, which are all chats between you and one specific person. The right circle will show you the public chats that you are following, which are chats between a company and all visitors.

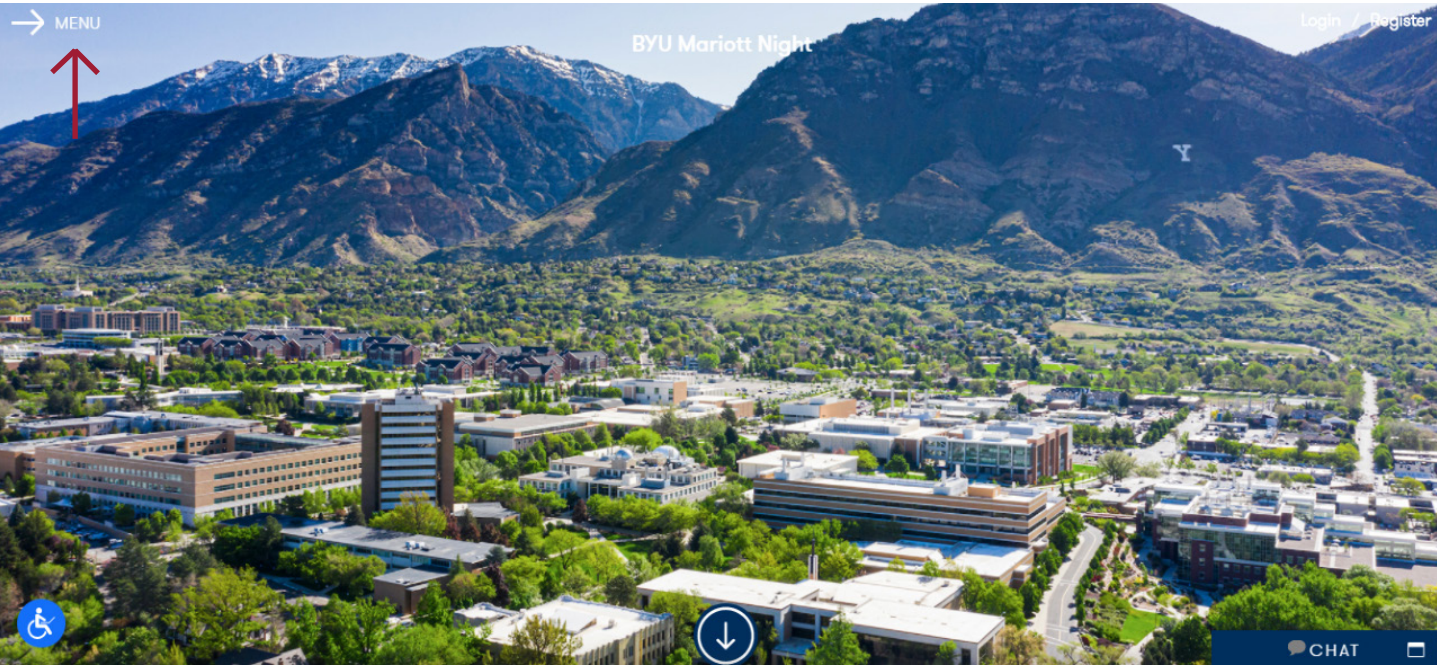


- Use the private chat feature to discuss more direct and personal questions from one specific employer.
- Use the public chat feature to ask companies generic questions and see previous questions and answers submitted by others. Be aware that everyone else will be able to see what you say in a public chat.



MENU

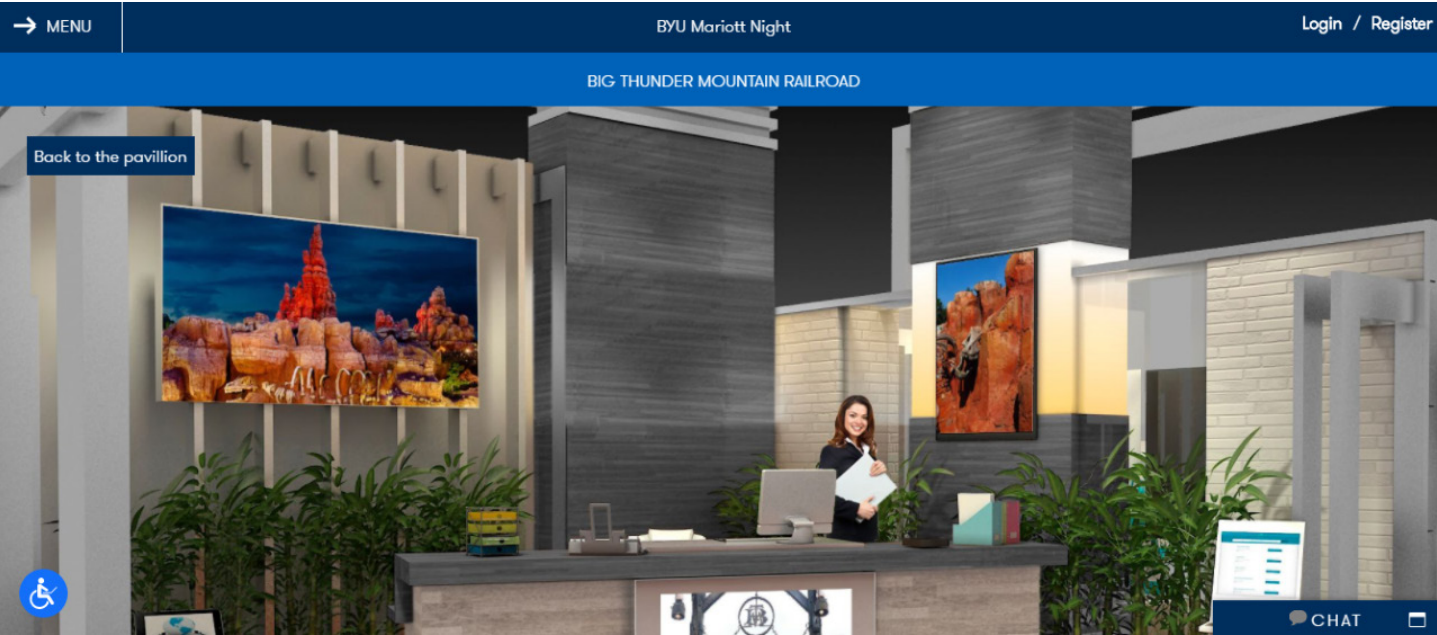
- Once you are in the fair, you will see a picture of BYU campus. Click on the “**Menu**” tab in the top left to navigate the fair.



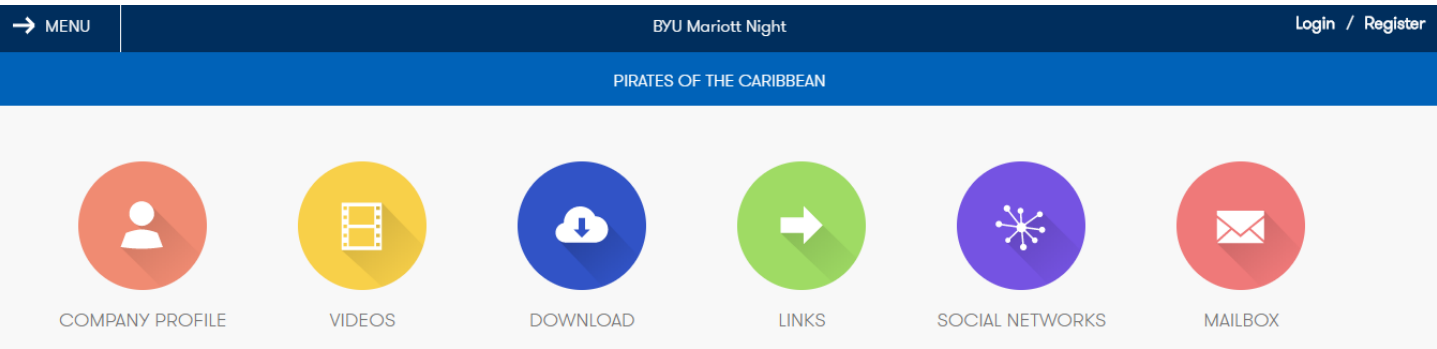
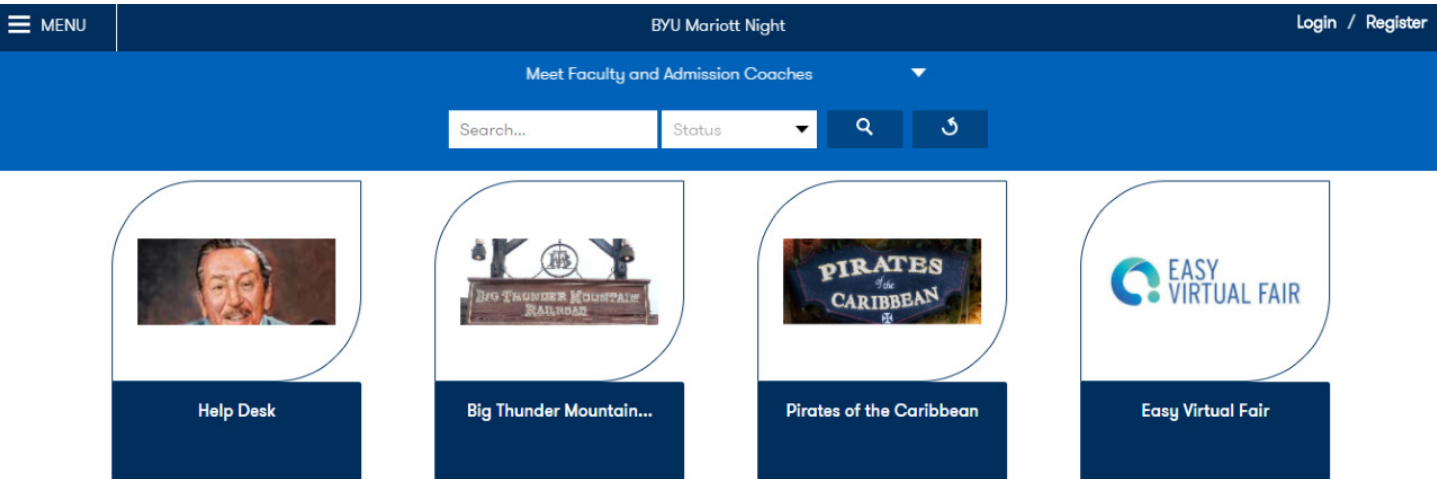
- Click on the “**Job Offers**” button to see a list of the job offers available from all of the companies at the fair.
- Click on the “**Employer Schedule**” button to see a company’s chat availability.
- Click on the “**Webcast Agenda**” button to see a list of different companies holding virtual information sessions.

BOOTHS

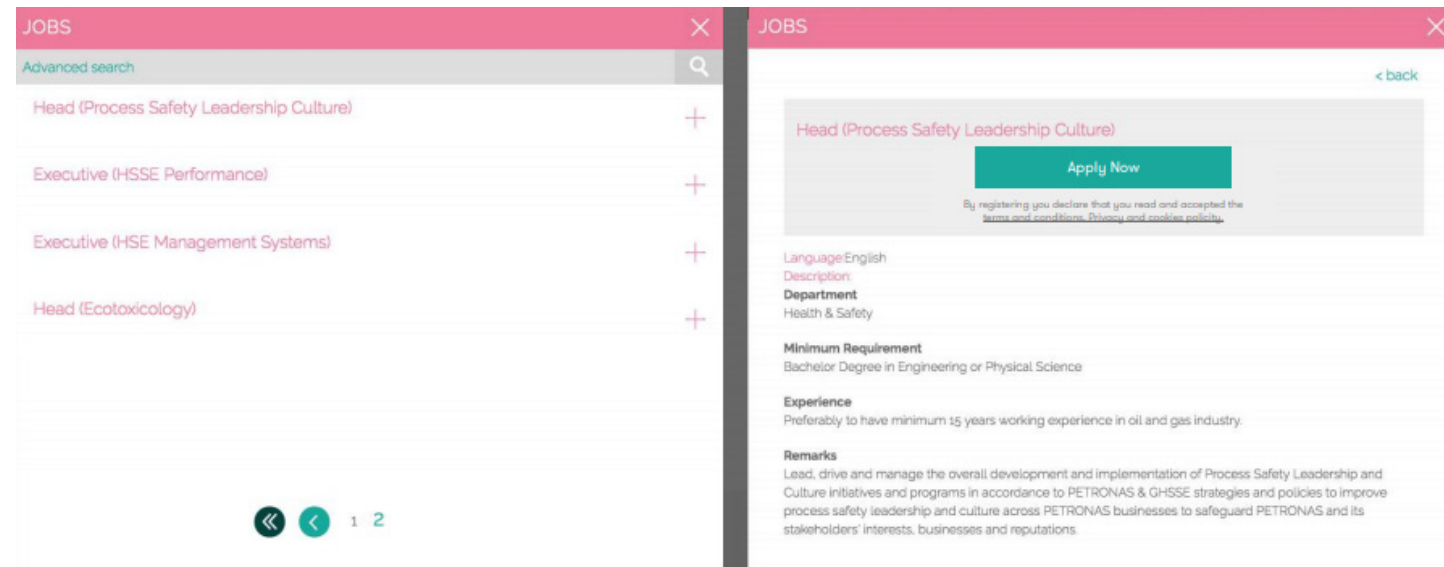
- Scroll down from the homepage to see a list of all the companies’ booths. Scroll through them or use the search bar at the top to find one you are interested in.
- Clicking on the company/booth will take you into their booth.



- You will see their booth and an animated company representative. Scroll down to see the company’s profile and many resources.



- Click on the mailbox feature to send an email directly to the employer.
- Click on the meeting feature to schedule a meeting with the employer if they are not available on the chat when you are logged in.
- Click on the jobs feature to see all job offers. Read through the position descriptions and click “**Apply Now**” to notify the employer that you are interested.



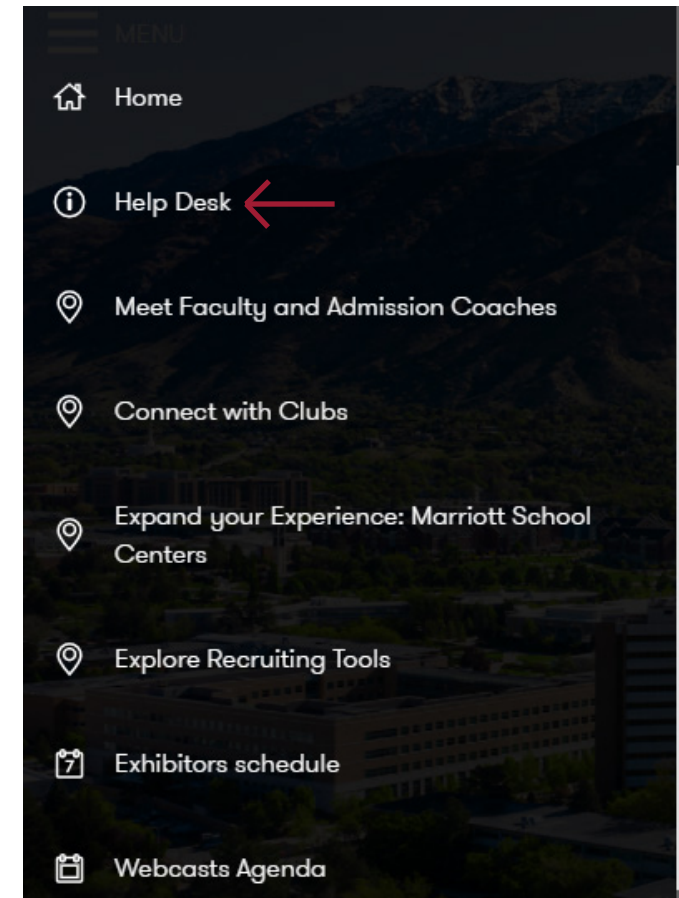
- Click on the social networks feature to follow the company on their social media.
- Click on the links feature to go to the company’s website.

BYU STANDARDS

- Please remember that even in a virtual setting you are still representing BYU.
- If an employer sets up an interview through a private chat and you choose to show the video of yourself, please be sure that your appearance is in compliance with the [BYU Dress and Grooming Standards](#).
- Please ensure any text you submit in a private or public chat does not use profanity and complies with the [BYU Honor Code](#).

STILL HAVE QUESTIONS?

- If you are still having trouble, please click on the “**Menu**” tab in the top left corner and then on the “Help Desk” button. You will be able to chat with and ask BYU Career Center representatives any other questions you have during the event.



- Do you have questions before the event? Please send an email to Savannah Gow at Career Services savannah_gow@byu.edu or Jamie Cromar at the Business Career Center jamie8314@byu.edu.