Fall 2018 RSPH Career Fair Registration Guide

Registration Deadline: Friday, August 31, 2018

Booths are assigned in the order in which registration and payment is received.

First, employers should create a Handshake employer account. Create an account here. Use our step-by-step manual here for guidance.

Already have a Handshake account? Log in here for the fair and go to step 2 below.

**This link will take you directly to the registration page: https://rsph.joinhandshake.com/career_fairs/3757

1. Or search for the fair by clicking Fairs in the left-side navigation panel on your Handshake employer account. In the search field, enter “RSPH” to find our fair:

2. Click the “Register” button.

3. Select your Booth option.

4. If applicable, please select any Extra Items you would like to add that are not already included in your selected Booth option.
5. Fill in your **company/organization description**, enter the company **division** *(if applicable)*, and enter all **representatives** attending the fair *(this helps us better prepare with logistics such as nametags and parking validation tickets)*.

6. The “**Looking For**” section is **optional**.

7. Select your **method of payment** *(if unsure, please select Credit Card)* and read the **Refund Policy**.

8. Answer the next seven (7) questions and click **“Create Registration”**.

   You will know you have successfully registered if you see the **View Registration** option on the career fair registration page instead of **Register**.

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To pay **BY CHECK**: Send a check payable to **ROLLINS SCHOOL OF PUBLIC HEALTH** and include a copy of your invoice. Include **“RSPH SP2018 Career Fair” in the memo line of the check**. *(If paying with a personal check, please also include your organization name on the check!)*

Mail check to:  
Office of Career Development GCR 8th Floor  
RE: SP2018 Public Health Career Fair  
Rollins School of Public Health  
Mailstop: 1518-002-8ab  
1518 Clifton Road NE  
Atlanta, GA 30322

To pay by **CREDIT CARD**: Submit payment via Handshake; a link is provided in your invoice.

* **Note**: If you select **manual payment** and later decide to pay by **credit card**, you will need to contact our office at rshpcareerdev@emory.edu for us to edit your registration so that the system will allow you to enter your credit card information online.

To **ship items** to the fair, please use this address:  
Emory Conference Center Hotel  
ATTN: Rollins Career Fair  
1615 Clifton Rd.  
Atlanta, GA 30329

Please add @joinhandshake.com to your safe senders list to ensure you receive emails from us.

If you have any specific questions or concerns, please contact Shantrice Jones at shantrice.jones@emory.edu.