

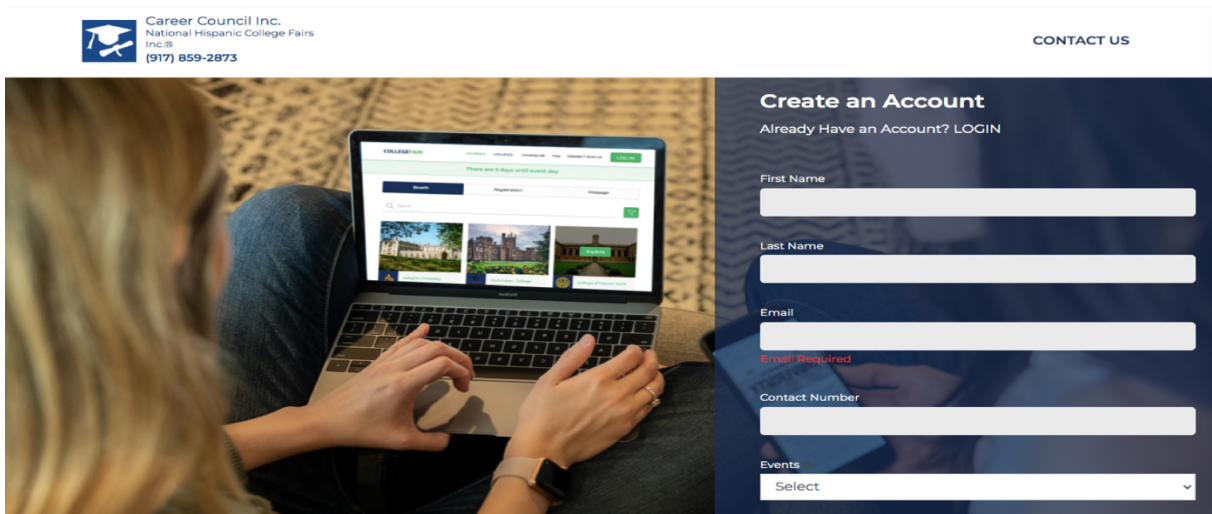
CAREER COUNCIL/NATIONAL HISPANIC COLLEGE FAIRS, INC.  
HOW TO REGISTER FOR AN IN-PERSON COLLEGE FAIR  
STUDENT INSTRUCTIONS  
FALL 2022

**STEP 1:** Students will receive an email from their counselor/teacher with a registration link.

Click on the link to begin registration: (don't worry if it says virtual – this link is for both in-person and virtual events). You can also point your phone camera here to open the link.

<http://virtualcollegefairsusa.com/student/signup>

**STEP 2:** Students will create an ACCOUNT by answering all the questions on the sign-up page:



Career Council Inc.  
National Hispanic College Fairs  
Inc.®  
(917) 859-2873

CONTACT US

### Create an Account

Already Have an Account? LOGIN

First Name

Last Name

Email   
Email Required

Contact Number

Events

High School Name   
Start Typing School Name

Ceeb Number

Password

Confirm Password

Student Type

Date of Birth

Academic Interest

Grad Year

When do you plan to begin College ? Year

Season

I certify that I am 13 years of age or older, or that I have the permission of my parents/guardian to fill out this form.

☐

**SIGNUP**

1. First Name
2. Last Name
3. Email (use either a school email or a personal one)
4. Contact Number (a phone number)
5. Events (Select the date of the fair that your counselor/teacher registered for)
6. High School Name (start typing the full name of your school and a list should pop up to select the right one. Be careful to pick the right school in your state – many schools have the same name but are in different states. Start typing the full name of your school – for example John F Kennedy instead of just Kennedy)
7. CEEB Number (this will pop up automatically after you have selected the high school name)
8. Password – create a password and write it down!
9. Confirm Password – type your password again
10. Student Type – Select from the drop-down menu (High School Student)
11. Date of Birth (Month, Day, Year)
12. Academic Interest (Select at least one from the drop-down menu. You can choose Undecided if you don't know what you want to study yet.)
13. Grad Year – this is the month and year when you hope to graduate from high school. For example, June 2023
14. When do you plan to begin college? (select the year from the drop-down menu)
15. Season (select Fall if you plan to begin college in August/September, or select Spring if you plan to begin college in January/February)

Check the box at the bottom that says: I certify that I am 13 years of age or older, or that I have the permission of my parents/guardian to fill out this form.

**CLICK ON THE GREEN SIGNUP BUTTON**

If registration is complete, students will get a “Student Registration Successful” message and an email will be sent welcoming the student to the fairs.

DON'T WORRY ABOUT THE TITLE (WELCOME TO VIRTUAL COLLEGE FAIRS). If the date and location of the event you selected is in the email, everything is OK! If the event that shows up is not the right one, just go back to the LOGIN and change your profile.



**Career Council/Nat...** 6:20 PM

To: TEST Cc: Career >



## Welcome to Virtual College Fairs



Career Council Inc.  
National Hispanic College Fairs  
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(917) 859-2873

Hi TEST

Thank you for registering for the Virtual and In-Person college fair(s)

Name of Events: DENVER, COLORADO 28-09-2022

For Virtual fairs, we matched you up with Colleges/Universities that meet your interests. While you should visit all the college/university booths on the day of the event, be sure you visit the ones that met your criteria when you registered! A list of the colleges/universities that you matched with is below.

For In-Person fairs, Remember to log in on the day of the event so you can visit the colleges/universities and have them scan your student information. [Click Here "https://virtualcollegefairsusa.com/student/login"](https://virtualcollegefairsusa.com/student/login)

If you have any questions, please email [lmcanus@collegefairsusa.com](mailto:lmcanus@collegefairsusa.com).

Thank You.

Career Council/National Hispanic College Fairs, Inc.



**STEP 3:** After clicking on the green SIGNUP button, students will be directed to the LOGIN page. Make sure that the 'Student' box is highlighted in green, and enter the email and password you just created. You can also access this page by clicking on the blue link that is on the bottom of your welcome email.



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### WELCOME BACK

Don't Have an Account? SIGNUP



Student



Counselor

Email

Email Required

Password

\*\*\*\*\*

[Forgot Password](#)

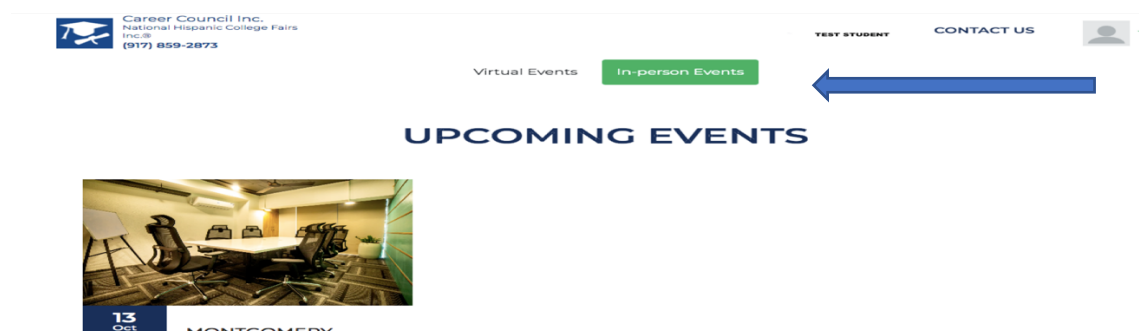
LOGIN

Enter your email and Password.  
**CLICK ON THE GREEN LOGIN BUTTON.**

**STEP 4:** Students will complete the 'Set Preferences' page to indicate what they are interested in when visiting a college. All fields are mandatory, and you can select more than one item from the drop-down menus.

1. Geographic Location
2. Campus Size
3. Majors Offered
4. Type of School
5. Campus Setting

When finished, the events you registered for will show up on your profile page. Make sure to select IN-PERSON EVENTS on the right side of the screen to see your fair.



**NOTE:** YOU ONLY NEED TO DO THIS ONE TIME. NEXT TIME YOU LOGIN, YOU WILL GO DIRECTLY TO YOUR ACCOUNT, WHERE YOU WILL FIND THE QR CODE, DETAILS ON THE FAIRS YOU REGISTERED FOR, AND ALSO MAKE CHANGES TO YOUR PROFILE.

Things you can do on your profile page: Edit your profile information, change your preferences, reset your password, add or delete fairs, access your QR code, and contact us for help.

#### **STEP 5: GETTING YOUR QR CODE**

The first time you LOGIN, make sure you go to your profile, and you will see the QR CODE next to your name. Tap on the code to make it larger. It is highly recommended that you PRINT THIS CODE and take it with you to the fair. Also, when you login on your phone, take a screenshot of the code so you have it handy in case the internet is weak during the fair. Finally, you can access the welcome email or this link to login to the fair and get to your profile page to open up the QR Code:

<http://virtualcollegefairsusa.com/student/login>



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TEST STUDENT

CONTACT US



Edit Profile  
Log Out

Edit Profile



First Name

Last Name



SAMPLE

### THE DAY OF THE FAIR

On the day of your selected College Fair, access your QR CODE in one of the ways listed above, show it to the college representatives that you visit, and ask lots of questions!