

REGISTERING FOR AN EVENT

1. Login to TRL Account
2. Log Into Your Existing Account

3. Click the EVENTS Tab in the Blue Menu Bar
4. Choose Your Event

1. CREATE A NEW ACCOUNT

- Go to hire.auburn.edu
- Click on **Open a New TRL Account**
- Complete the **registration form** and click **submit**. Note: entry fields with red asterisks (*) require information to be entered. Resume Book access is not permitted for third party recruiters unless they are recruiting for positions within their company.
- You will see this **message** confirming your registration: "Thank you for registering at Auburn! You should receive the email with your login information soon."
- Your registration will be reviewed by the Career Center and once approved, you will receive an email confirmation containing your login information. Note: We review new employer registrations continuously throughout the business day.

2. LOG INTO YOUR EXISTING ACCOUNT (AFTER RECEIVING EMAIL CONFIRMATION)

- Go to hire.auburn.edu (or bookmark <https://auburn-csm.symplicity.com/employers>) and log-in using your *email address* as your **Username** and the *system-generated Password* provided in your email confirmation.
- Welcome to your TRL Home Page
- **Announcements** will notify you of timely events and services. **Shortcuts** will take you to popular resources. The **Events** section lists all upcoming Career Center and Office of Professional and Career Development events.

3. CLICK THE EVENTS TAB IN THE BLUE MENU BAR

- Click on the **Events** tab



4. CHOOSE YOUR EVENT

Click on the gray **Register** button next to the event(s) you would like to register for and complete the registration information form.

- Click **Submit** at the bottom of the registration form.
- Click **Confirm** on the registration form review page to submit your registration. You will receive a confirmation email and invoice once your registration is confirmed by the office.

events

Options	Career Fairs
Register	01/16/13 Internship & Summer Job Fair
Register	01/31/13 OPCD Marketing/Sales/Retail Expo
Register	02/07/13 OPCD Financial Services and Corporate Accounting Expo
Register	02/12/13 Engineering and Technical Expo