# Create an Account in EAGLE CAREER NET

If your company/organization already has an active account, proceed to STEP TWO.

1. Click **new users: create account**.
2. Select the **Get Started!** located at the bottom of the **FREE** account option.
3. Choose the **Employers** tab at the top of the screen and fill in the appropriate contact information.
   - *Higher Education & Ed. Institutions looking for graduate students, select the **Employers** tab, & NOT the **Colleges** Tab.*
4. Select **my schools** located at the bottom-left corner of the screen, under **my briefcase**.
5. Under the **request a school connection (without a code)** section, find **Georgia Southern University**.
   - Once the request has been made, Georgia Southern will appear as **request school connection (pending approval)**. Once the company/organization has been approved, proceed to STEP TWO.

# Register for a CAREER EVENT

Log in with the company/organization’s account information.

1. Click **my events** in the menu on the left-hand side of the page.
2. Locate the career event you would like to register for and select **register** to the right of that event.
3. Fill in the required registration information about your company including attendees, job type, majors recruiting, access to electricity, etc.
4. Choose the appropriate registration level:
   - A. **Early Bird Registration** is a discounted rate for employers who register in advance for the event. This registration level will be available until the Early Bird deadline.
   - B. **Base Registration** is the normal rate for the event and will be the only registration option after the Early Bird deadline has passed.
5. Choose the preferred payment method: **credit card** or **invoice**:
   - A. **Credit card** selections are directed to a page to process payment.
   - B. **Invoice** selections will result in an immediate invoice from Eagle Career Net-powered by Purple Briefcase. The Office of Career and Professional Development will also provide a detailed invoice with instructions for paying.
6. Those wishing to bring additional representatives or needing an additional table must go back to the list of registration levels and choose any additional tables or representatives they wish to add.
7. A confirmation email, as well as event information, will be sent following registration and closer to the event.

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**Need assistance registering? Contact us at employerrelations@georgiasouthern.edu or 912-478-5197**

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