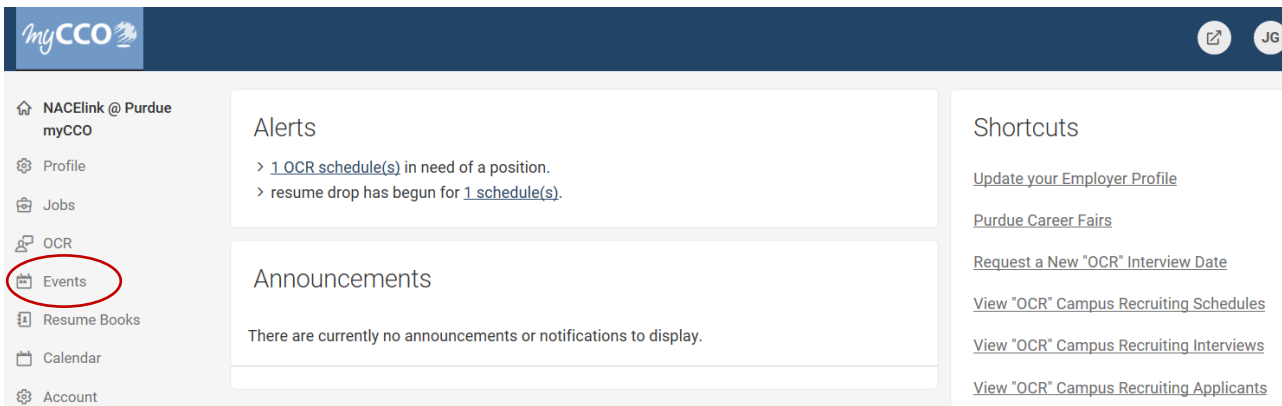
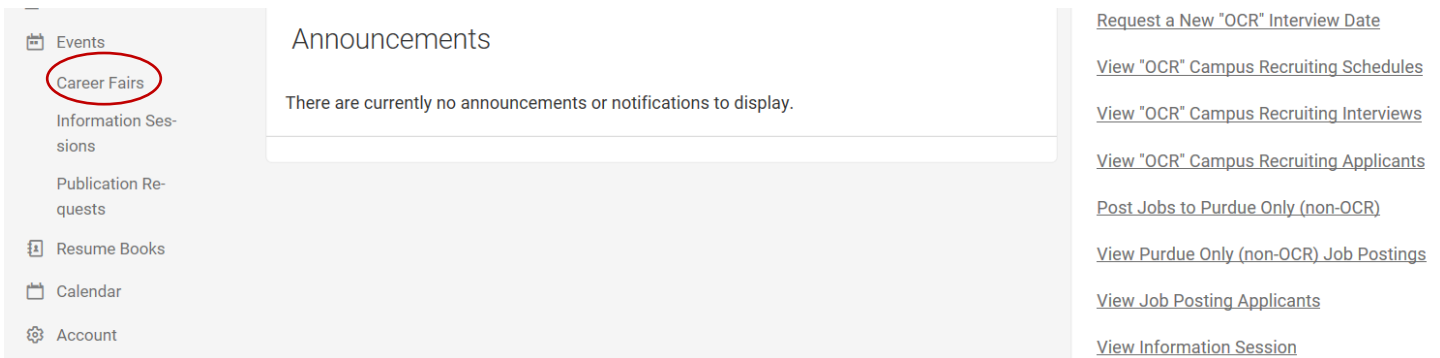


Instructions: To Update a Career Fair Registration (Updating and/or Adding Representative Information)

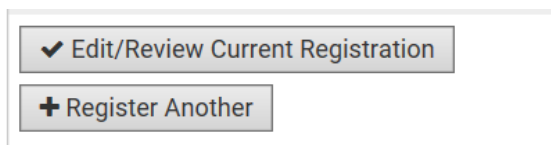
1. Log into your [myCCO@Purdue Employer Account](#)
2. Select the **EVENTS** tab:



3. Under Events, select **CAREER FAIRS**



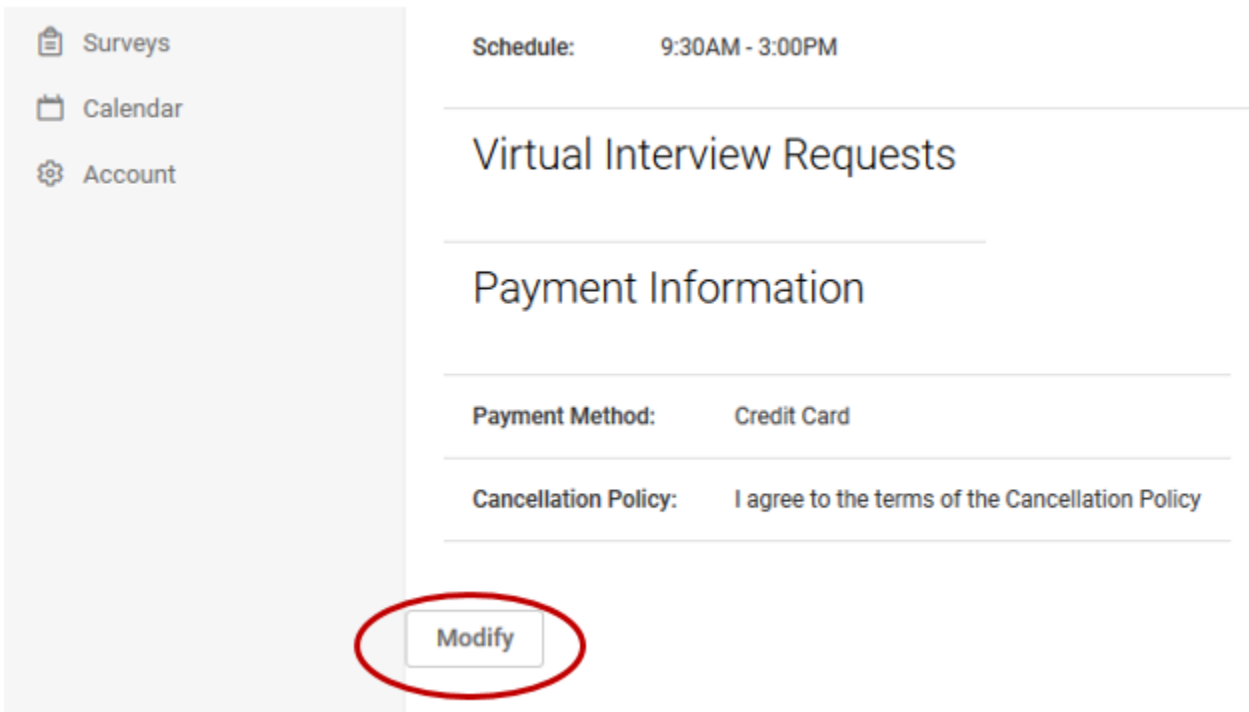
4. Scroll down and select the **Edit/Review Current Registration** button



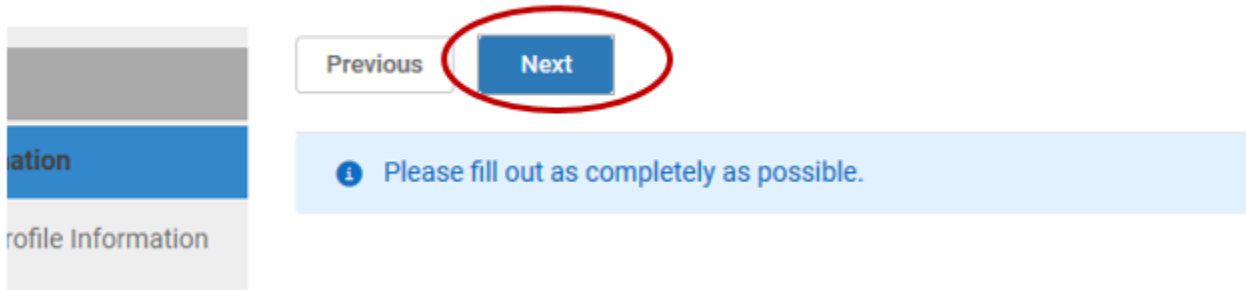
5. Select the **Registration** tab



6. Scroll down to the bottom of the page and select the **Modify** button

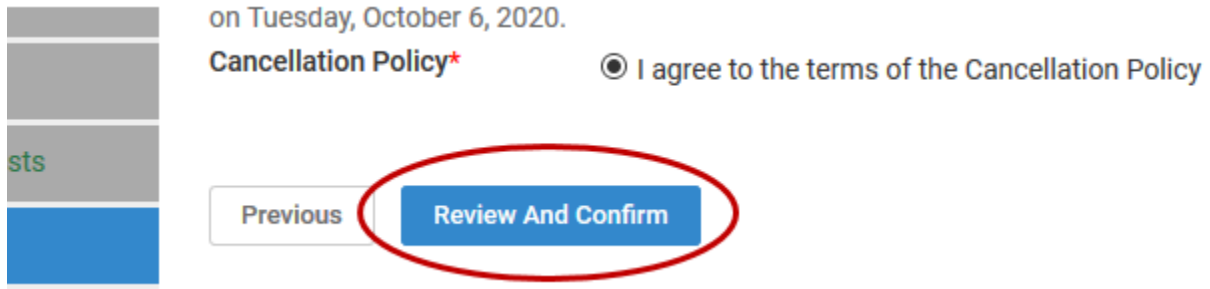


7. Select **NEXT** until you find the item you want to update.



8. Update your information

9. If you are adding representative information, you will want to select (EXPAND, ADD NEW, or REMOVE) to add link information
10. Select NEXT until you are at the end of the registration form.
11. Select **Review and Confirm**

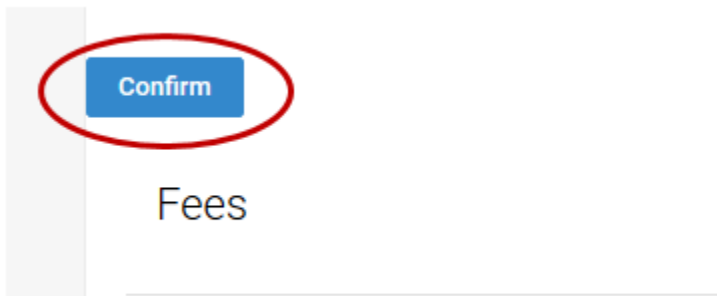


on Tuesday, October 6, 2020.
Cancellation Policy* I agree to the terms of the Cancellation Policy

Previous **Review And Confirm**

The image shows a vertical sidebar on the left with four colored segments: grey, grey, grey with 'sts' in green, and blue. To the right, there is a date 'on Tuesday, October 6, 2020.', a red asterisk next to 'Cancellation Policy', and a radio button selected with the text 'I agree to the terms of the Cancellation Policy'. Below this, there are two buttons: 'Previous' and 'Review And Confirm'. The 'Review And Confirm' button is circled in red.

12. Select **Confirm**



Confirm

Fees

The image shows a vertical sidebar on the left with a grey segment. A blue button labeled 'Confirm' is circled in red. Below the button, the word 'Fees' is visible, followed by a horizontal line.