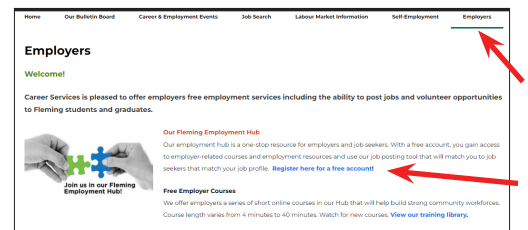


How to Create an Employer Account in the Fleming Employment Hub

With an free employer account in our Fleming Employment Hub, you gain access to free training modules and employer resources such as posting a job and viewing applications.

STEP 1: Access our Hub's Login Page

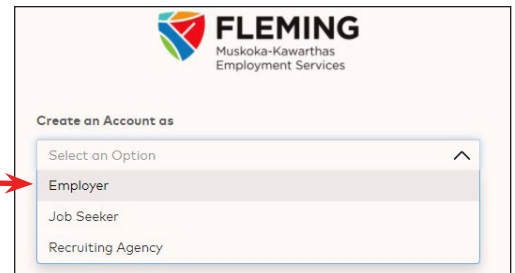
Visit www.flemingcollegecareerservices.ca, view the top menu and click on the Employer tab. Under the Fleming Employment Hub heading, click on the last line in the first paragraph that says "Register here for a free account."



STEP 2: Create an Account

In the login area on the left side of the screen, scroll down and click on the 'Create an Account' button.

Under the heading, 'Create an account as' click on the drop-down menu and select 'Employer'.



Complete the required fields, then click the 'Create an Account' button. A message will appear that your account registration is successful and to check your e-mail for confirmation.

STEP 4: Registration Confirmation

Check your e-mail for the registration confirmation from 'Magnet <magnet@whoplusyou.com>'. You may need to check your Junk Mail. Click on the blue 'Activate Account' button found in the e-mail to be directed to a the hub's welcome page.

STEP 5: Complete Company Profile

On the 'Welcome' page, complete the required fields such as your company website and business address, then click 'Continue' to go on with filling in the rest of your company's information. When you are done, click the 'Finish' button.

Congratulations, you have successfully created your account. Welcome to the Fleming Employment Hub powered by Magnet!