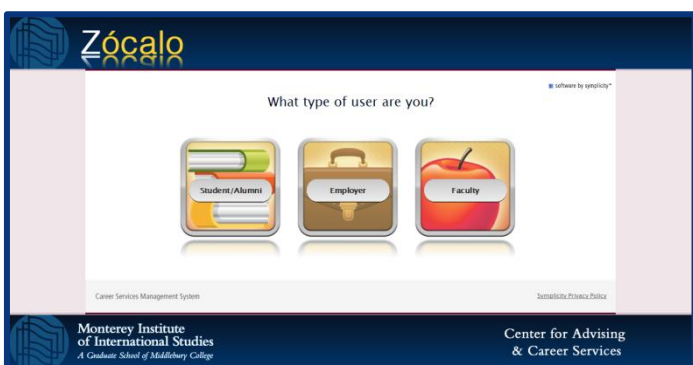


## Employer Account Set Up & Log In

Zocalo is the career management platform of the Monterey Institute of International Studies (MIIS), providing multiple opportunities to connect with our students and alumni. Through your Employer Account, you can:

- Post and Update Open Positions
- Accept, Manage, and Review Applications
- Take Part in On-Campus Recruiting (OCR) and Interviewing Options
- Host an Employer Info Session
- Review Student Resumes and Online Portfolios
- Use MIISion Connect to Meet Project Needs



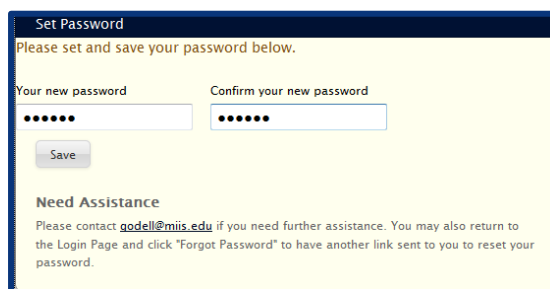
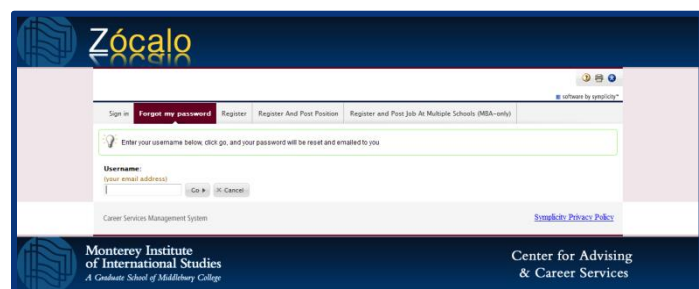
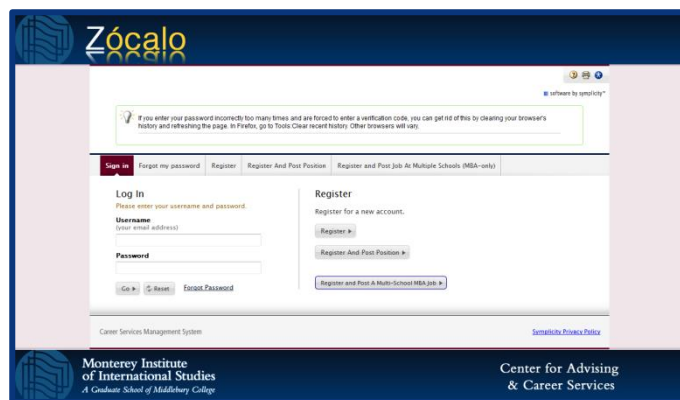
To log in, go to [go.miis.edu/zocalo](http://go.miis.edu/zocalo). The following web page will display. Select "Employer" as your user type.

You will see several login options available to you:

- 1) Sign In
- 2) Forgot My Password
- 3) Register (with additional options).

**Sign In** using your username (email) and password. Your username was entered during the initial registration process. This may have been completed by you directly, by a colleague, or by our office on your behalf.

Use **Forgot My Password** if you know your username but do not know your password. Enter your username/email address to receive a message containing a reset link. Clicking the link will provide a prompt asking you to set and confirm a new password.



If you receive a notice indicating that your username was not found, you may be using an email address different from what we have on file. Please email [careers@miis.edu](mailto:careers@miis.edu) to obtain or update your username and email.



**Register** and open an account if this is your first visit to our online platform, Zócalo. Complete the required profile fields and submit your request. You will receive a confirmation email indicating that your account creation is pending approval of our Zócalo administrators.

The screenshot shows the 'Register' page with the following sections:

- Navigation:** Sign in, Forgot my password, **Register**, Register And Post Position, Register and Post Job At Multiple Schools (MBA-only)
- Buttons:** Submit, Cancel
- Company Information:**
  - Organization Name\* (required field)
  - Description: Enter a brief description of your organization.
  - Website: (if applicable)
- Services Requested:**
  - On-Campus Recruiting (checked)
  - Job Postings (checked)
  - Resume Book (checked)
  - Profile (checked)
- Contact Information:**
  - Salutation: (mr., ms., mrs., etc)

Once your registration request has been approved, you will receive an email containing your username and a link to create a new password. Now you will be able to access Zócalo’s services as an Employer.

The screenshot shows the 'Register' page with the following content:

- Navigation:** Sign in, Forgot my password, **Register**, Register And Post Position, Register and Post Job At Multiple Schools (MBA-only)
- Message:** Thank you for registering. You will receive your username and password within one business day.
- Footer:** Career Services Management System, [Symlicity Privacy Policy](#)

*Please note: if our office has posted a position for your organization in the past, we would have registered your organization in our system, perhaps using your specific contact information (which is private and is not distributed to our students or alumni). If you receive a notice indicating that your email address is already in our system, please use **Forgot My Password** to reset your password and gain entry to your Zócalo account.*

The screenshot shows the 'Register' page with the following content:

- Navigation:** Sign in, Forgot my password, **Register**, Register And Post Position, Register and Post Job At Multiple Schools (MBA-only)
- Warning Message:**
  - Warnings/Errors Detected
  - The following problems were found in your submission. Please scroll down and complete the missing required fields. DO NOT click the back button on your browser.
  - The email address you entered already exists in the system. Please try again, or, if you have forgotten your password, try using the 'forgot password' function.
- Buttons:** Submit, Cancel
- Footer:** \* Indicates a required field