

Employer Account Set Up & Log In

Zocalo is the career management platform of the Middlebury 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



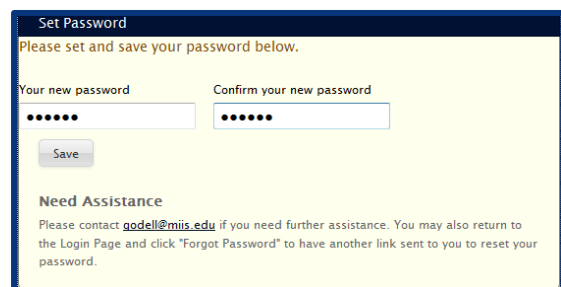
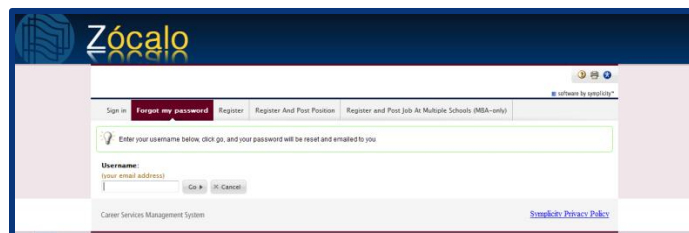
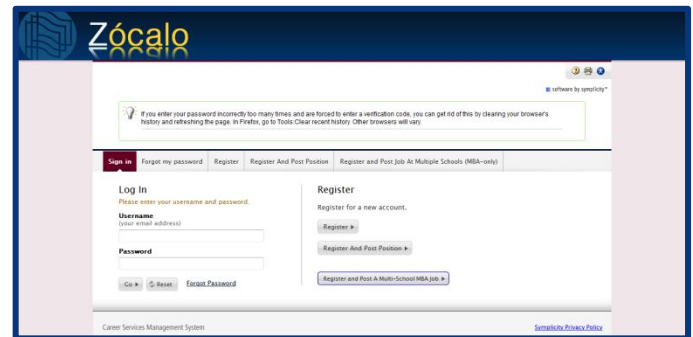
To log in, go to go.miis.edu/zocalo. The following web page will display. Select “Employer” as your user type.

You will see several login options available to you:

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

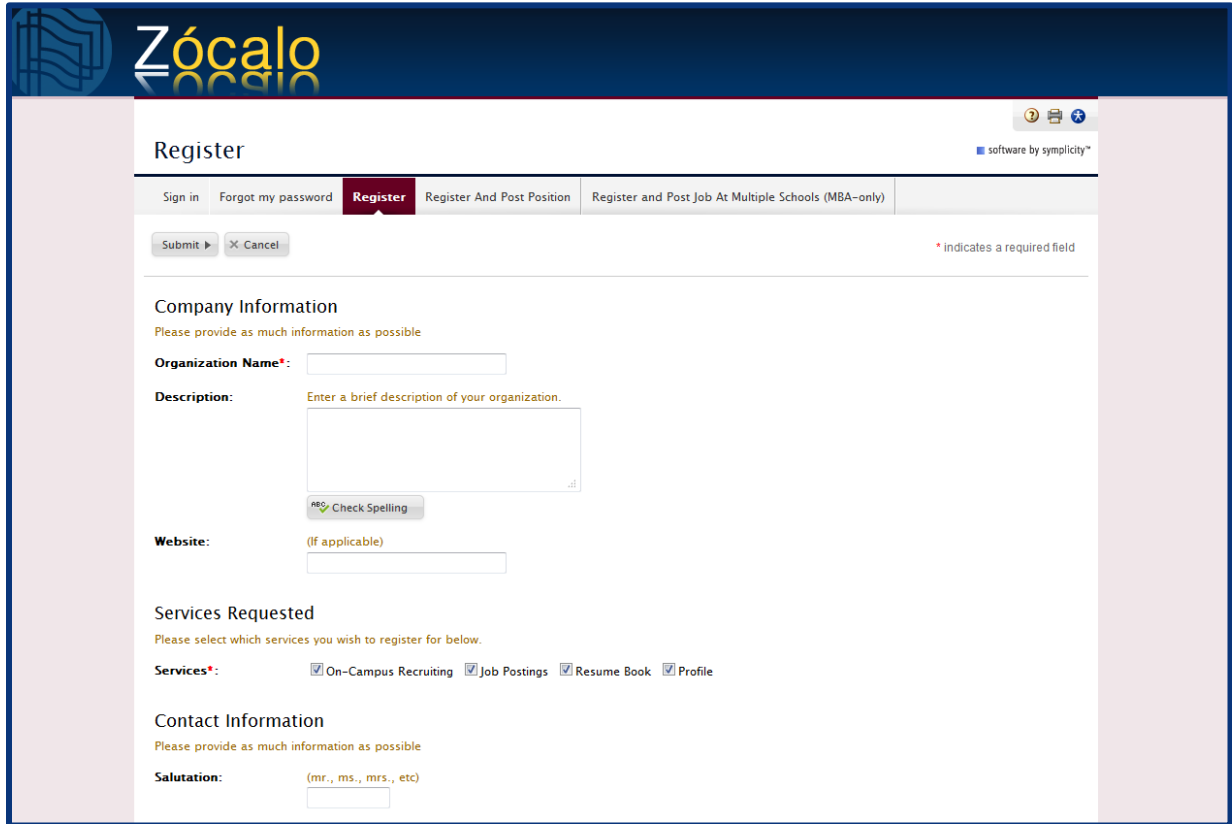
Sign In using your username (email) and password. Your username was entered during the initial registration process. This may have been completed by you directly, by a colleague, or by our office on your behalf.

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.



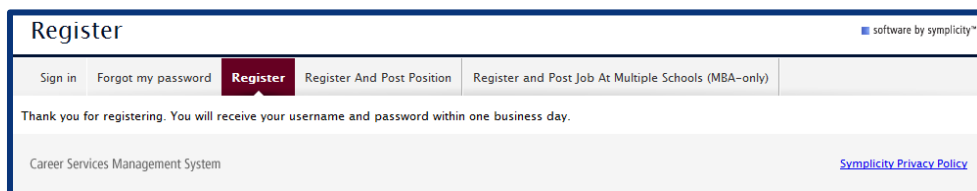
If you receive a notice indicating that your username was not found, you may be using an email address different from what we have on file. Please email careers@miis.edu to obtain or update your username and email.

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.



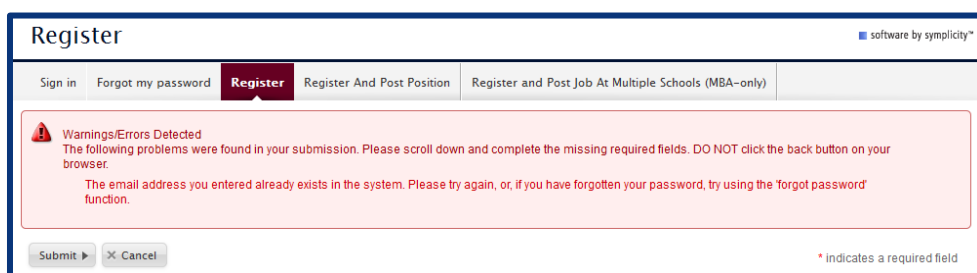
The screenshot shows the Zócalo registration page. At the top, there is a navigation bar with the Zócalo logo and the text "software by simplicity™". Below the navigation bar, there are several tabs: "Sign in", "Forgot my password", "Register" (highlighted in red), "Register And Post Position", and "Register and Post Job At Multiple Schools (MBA-only)". Below the tabs, there are "Submit" and "Cancel" buttons. The main content area is titled "Register" and contains several sections: "Company Information" with fields for "Organization Name*" and "Description" (with a "Check Spelling" button), "Website" (with a "(if applicable)" note), "Services Requested" with checkboxes for "On-Campus Recruiting", "Job Postings", "Resume Book", and "Profile", and "Contact Information" with a "Salutation" dropdown menu. A note at the bottom right of the form states "* indicates a required field".

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 Zócalo registration page after successful registration. The navigation bar and tabs are the same as in the previous screenshot. Below the tabs, there is a message: "Thank you for registering. You will receive your username and password within one business day." Below the message, there is a link to "Symlicity Privacy Policy" and the text "Career Services Management System".

*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 Zócalo registration page with an error message. The navigation bar and tabs are the same as in the previous screenshots. Below the tabs, there is a red error message box with a warning icon: "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." Below the error message, there are "Submit" and "Cancel" buttons. A note at the bottom right of the form states "* indicates a required field".