

QuickStart Guide for Employers Submit a Room Reservation & Pay via Credit Card

1	From your Dashboard, select	Dashboard Com My Account ~	Choose Room Reservation
	On-Campus Requests then	Job Postings	Add Request ×
	select Add	Room Reservations	Please make a selection from the list below: OCR EVENT TYPE * Select one
	Request	Interviews	Interviews - Full-Time Positions Interviews - Internships Info Session Career Fair
	Add Request +	Candidates	Office Hours Room Reservation
	<u>Add Request</u>	Resource Library	



Enter event details and **select payment method**: Check, Purchase Order, Cash, or Credit Card for the convenience to pay immediately

Credit Car	1	\sim

Submit to save and manage requests



