Each employer can create access for up to 9 other employees so that they can also interact with student-visitors through Private or Public Chats on the days of the fair. Note: The numbering system to assign to each employee is as follows:

- FSUSTAND#_CHAT0 (For primary employer contact person)
- FSUSTAND#_CHAT1 (For other employer)
- FSUSTAND#_CHAT2 (Keep repeating as needed up to 9)

(These employees are referred to as Chat Advisors.)

**FIRST, SET UP PRIMARY EMPLOYER AS CHAT ADVISOR:**

- Go to: [https://fsuvirtualcareerfair.easyvirtualfair.com/DEMO/](https://fsuvirtualcareerfair.easyvirtualfair.com/DEMO/)
- Sign on as User: FSUSTAND#_CHAT0 (Example: FSUSTAND56_CHAT0)
- Enter default Password: password
- Click on ‘My Profile’
- Edit and put your name and email (In this case, primary contact)

**FOLLOW BY INFORMING OTHER EMPLOYERS TO SET IT UP FOR THEMSELVES FIRST BY SENDING THEM THE FOLLOWING (CUSTOMIZED) INSTRUCTIONS: (REMEMBER TO CHANGE THE CHAT# FOR EACH PERSON IN THE ‘SIGN ON AS USER’ INFO SO THEY KNOW THEIR CHAT NUMBER AND CAN EDIT THEIR PROFILE [e.g., CHAT1, CHAT2...CHAT9])**

- Go to: [https://fsuvirtualcareerfair.easyvirtualfair.com/DEMO/](https://fsuvirtualcareerfair.easyvirtualfair.com/DEMO/)
- Sign on as User: FSUSTAND#_CHAT1 (Example: FSUSTAND56_CHAT1)
- Enter default Password: password
- Click on ‘My Profile’
- Edit and put your name and email (In this case, additional employee #1)

*REPEAT THIS FOR EACH INDIVIDUAL EMPLOYEE YOU WANT TO ADD (1-9).*

-MORE-
SCREEN SHOTS

LOGIN AS USER

EDIT MY PROFILE