Obtain a CareerConnections Account

- **Request access** to the system by visiting the following site: https://myinterface.com/duke/contactregco.aspx
- Account approval usually takes **1-2 business days**. You will receive a system generated email confirming account approval. Please check your spam box if you do not receive the approval in your inbox.
- Please note that employers only see a portion of CareerConnections when submitting a request. You will receive **full access** to CareerConnections after the account has been **approved**. Once your account has been approved by the Career Center, you will be able to post a job.

Request an Information Session

- **Request an Information Session** by going to the **Career Events** tab and **New Event Request** in the dropdown menu
- You will be required to enter at least **two dates and times** that you would like to hold your information session.
- The requested date and time for an information session is **tentative until confirmed** by the Career Center.
- You will receive a system generated **email with further instructions** once your information session date and time has been approved.
Post A Job

There are two ways to post a job.

1. With an On-Campus Interview Schedule

To post a job with an On-Campus Interview Schedule:

- Go to My On-Campus Interview Schedules tab and select New Schedule Request on the dropdown menu.
- You will be required to submit two possible dates that you would like to come to campus to interview, as well as a description of the position.
- The requested date and time for an on campus interview schedule is tentative until confirmed by the Career Center.

Please note that a job is required when you submit your interview request.

2. Without an On-Campus Interview Schedule

To post a job without an On-Campus Interview Schedule:

- Go to My Jobs tab and New Job on the drop down menu.
- You will then be prompted to fill out a form with information regarding your opportunity.