Creating an Employer Account in Pioneer Career Network
1. Go to https://www.myinterfase.com/carroll/employer/

2. Click on the **Click Here to Register** link

3. Search for your organization to see if an account has already been created in the system. If it’s not in the database, click on the button displaying **Can’t Find My Organizaiton** to create a new account.

4. Next you will fill out basic company and contact information for your account. Anything with a red asterisk next to it is required.

5. In the **Industry** box, select all that apply to your organization. Select more than one by Ctrl+Click (Command click on Mac) on each industry that you want to select.
6. If your company has a specific application address that you would like students to use when applying for a position, enter it in the Online Application Address.

7. For the majors box, click on Add/Remove to select the most common majors that apply to the jobs in which your company hires for. Use the drop down to select specific majors from the three categories. You may many majors as you would like.

7a. If you would like to select all majors, click on the box next to the three categories. This will select all majors within each one.

7b. To select specific majors only, click on the + button to expand the dropdown menu listing and then click on the individual majors.

8. Next you will enter your contact information for your company representative. Please note that an e-mail address is required.
9. Once all of your company and contact information has correctly been entered, click on the **Register** button at the bottom of the page.

10. A new screen will appear—click the **Submit Profile** button to finalize your account. Your account will be approved within 1 business day.

*Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval.*