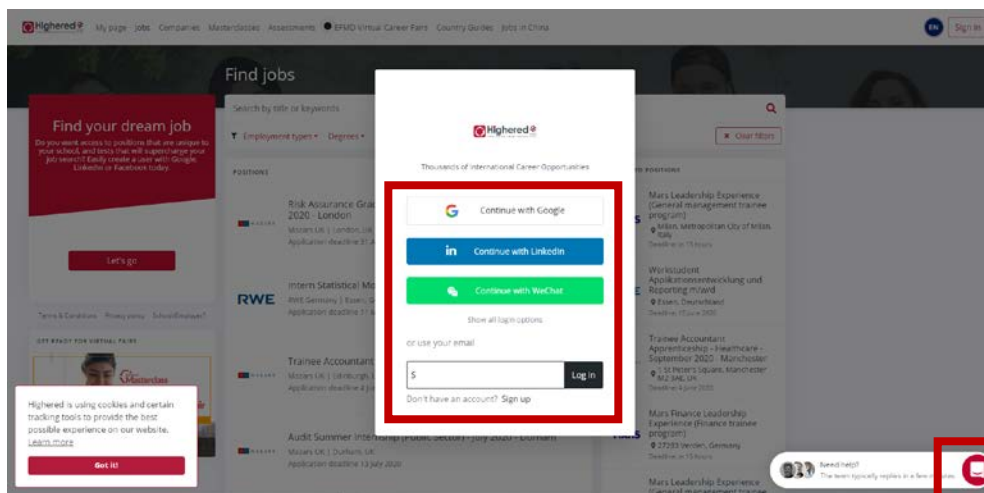


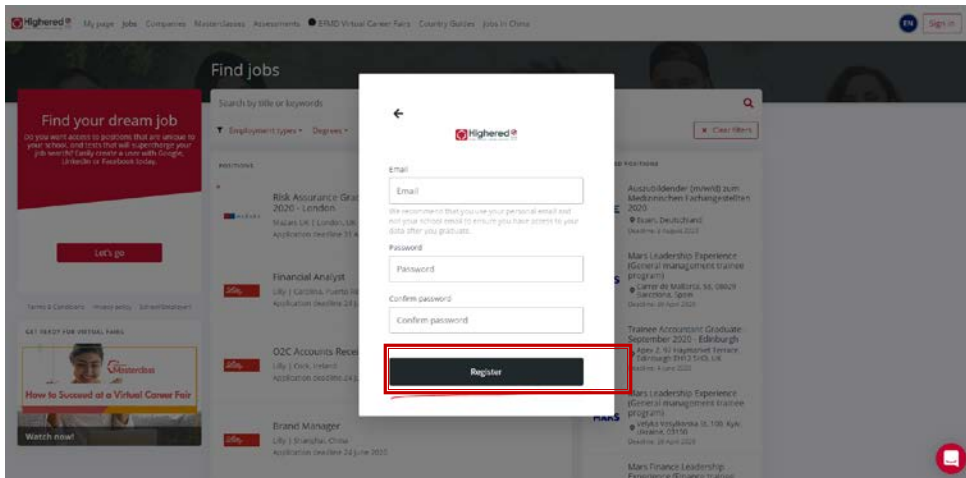
New User Login Instructions for students and alumni

Follow the steps to set up your account:

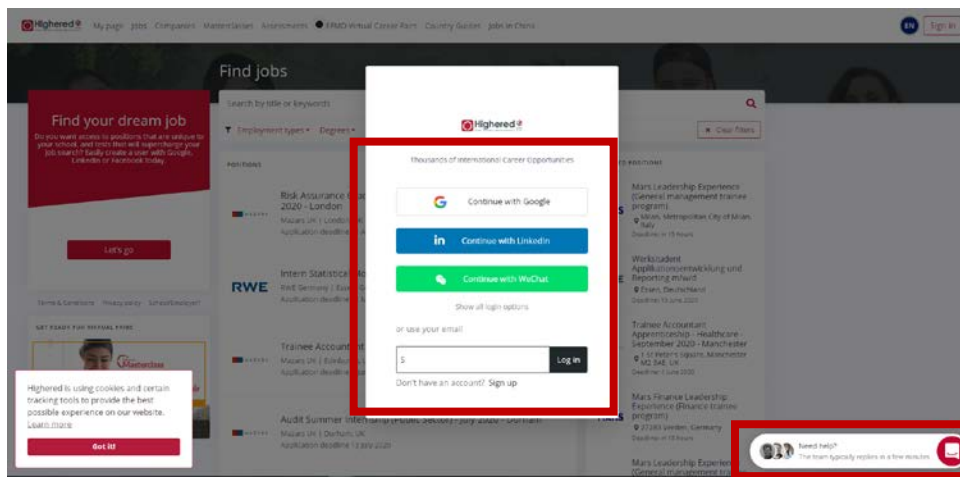
1. Open browser, go to: <https://unav.gethighered.global/>
2. If you have never been to your school's HigherEd Platform before, you need to create a user. Unfortunately, the system does not recognize your school email as an existing user unless you have received a specific email asking you to "Get access to your complimentary Global Career Platform"
3. To create a user, you have two options. You can either connect it to your personal google, LinkedIn or other social media account by clicking "Continue with ...". This will allow for a seamless login process later and ensure you have access to the resources even after you graduate. If you prefer to use an email address (like your student email) and a password to log in, click "Sign up" at the bottom. You do not need to worry about being confirmed as a student at your university – this will happen later.



4. If you decide to use a social media or Google account, follow the instructions to connect your desired account, then move to step 6. If you decide to register by clicking "**Sign up**", input your email and create your password in the form that shows up – then click "Register".

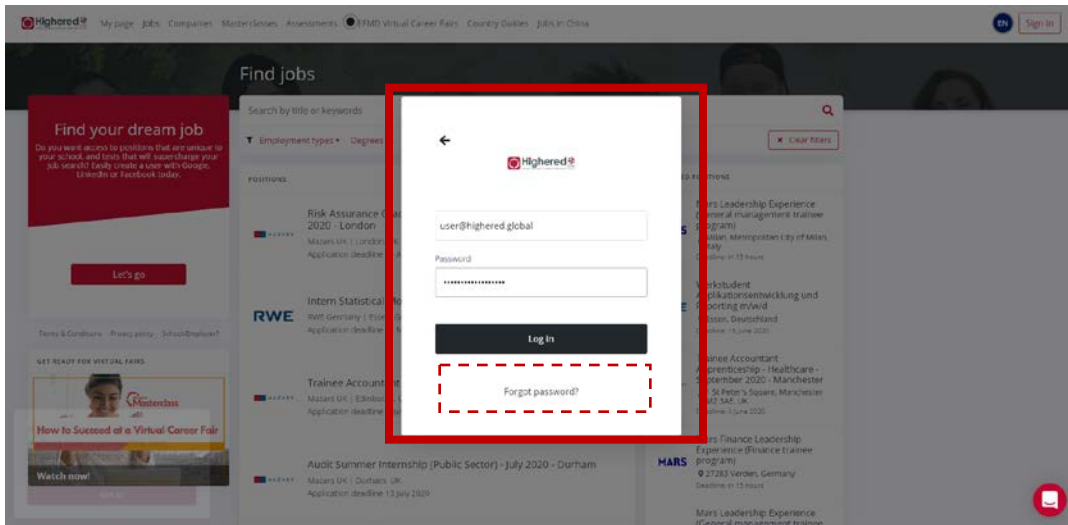


5. After clicking “Register”, you will receive an email to the address you supplied asking you to confirm that you are the owner of the address. Please do this before continuing.
6. **Your account is registered and active** – to log in, please continue using the method you initially used for creating your account. This means that if you created your account using the Google button, you need to continue logging in with that, and use the same Google account. If you created your account by submitting an email and creating a password, type this email and click “log in”.



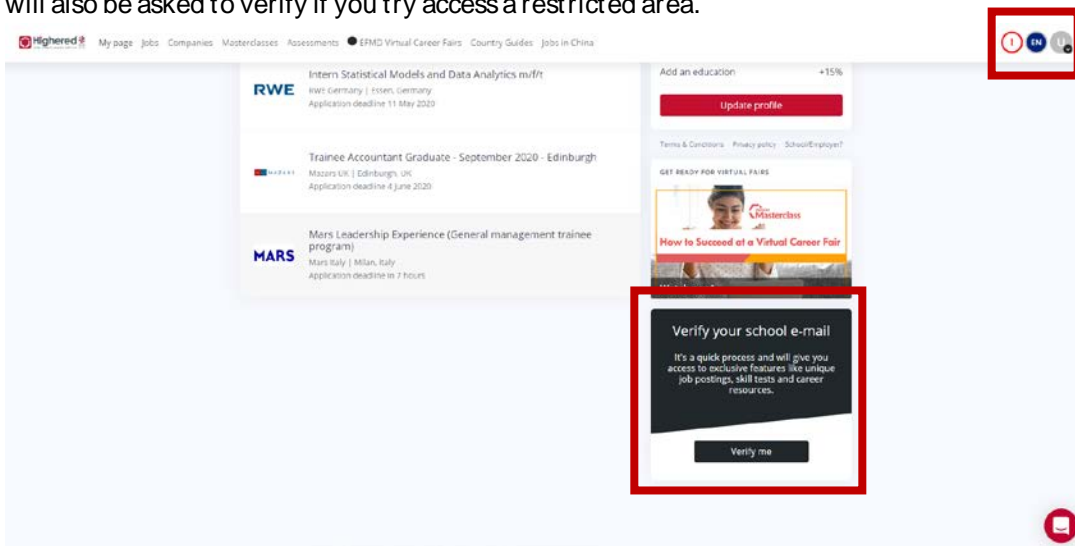
- 6a. For non-social accounts, supply your email and password and click “Log in”. If you have forgotten your password, you can click “Forgot password?” to create a new one.

NOTE: If you created your user with a social account, it is possible to set a password. This can be done by clicking “forgot password” and then submit the email connected to the social media account you used. This password can then be used to log in with as if you created your account using the signup button. If you want to post a position or you are a career admin, you must have a password to log in to the admin area.

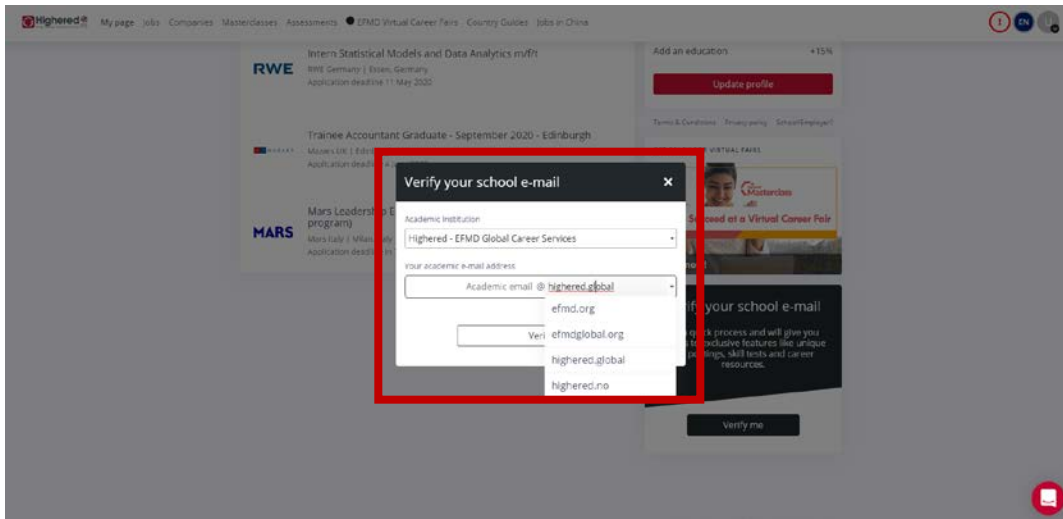


7. **Verify your student/alumni status**– Your account is now active, and you are logged in, but your functionality is very limited. To apply to positions and get access to all resources like Masterclasses, Career Assessments and Virtual Career Fairs, **you need to verify that you are a student of your school**. Depending on their policy, your account may be deleted if you have not verified your connection. So, make sure to verify.

This can be done by clicking the red icon at the top-right corner, or one of the prompts on the site. You will also be asked to verify if you try access a restricted area.



8. Follow the simple verification steps - NOW you are ready to #GetHigherEd. Make that you select the **right school and email domain by using the dropdowns**. If you use an invalid email address, you will not receive the verification email, and you will have to cancel the verification and try again.



9. If you are an alumni without access to your school email, your school doesn't have school email or your email ending is not in the list, please reach out to your school's career service team or HigherEd and we will help you get verified.
10. To get access to the complimentary career assessment, you will have to complete your profile first. This will also ensure you don't miss out on relevant opportunities we share with our network from time to time. Please note that there is no area to upload a CV at the **gethigherEd.global** portal, this is only possible in the Virtual Career Fair area.
11. **If you are participating in a Virtual Career Fair** – Login to your GetHigherEd Platform, you can see the Virtual Career Fairs tab where you can see all of the Virtual Career Fairs' program.

You can click on the fair you are interested in and confirm your attendance by clicking "Attend the Fair". We will remind you 72 hours in advance, as well as when the fairs start, so that you can login and join the fairs without any additional registration required.

