

Welcome to HireDeVry 2.0! We are excited to partner with you to help meet your talent acquisition needs. Please use this guide to access and utilize our system.

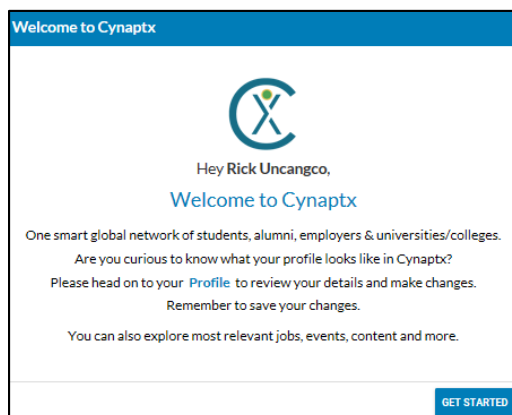
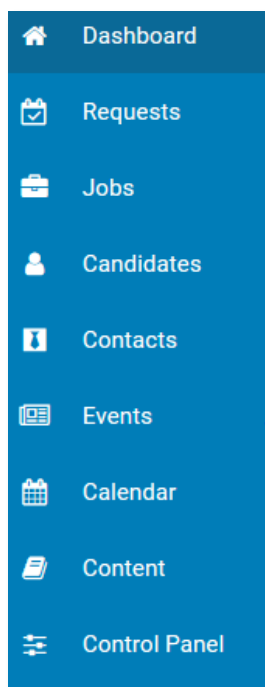
**Access & Login Information:** You may register for and access the system by entering your email address here: <https://hiredevry.cynaptx.com/recruitersignup>.

If this is your first time to access the system, you will need to enter your information (company name, address, time zone, website, title, name, email address, phone number and address). Once you have reviewed the **Terms of Service** and **Privacy Policy**, click **AGREE & SIGNUP** at the bottom of the box.

Once your request has been processed, you will receive a welcome email with a **username** to keep for your records and an **Activate Your Account** link inside. Once you click the link, you will be asked to set your password and save.

When you login for the first time, a **Welcome to Cynaptx** box will appear. Once reviewed, please click **Get Started** in the bottom right corner.

You will land inside your profile where you have an option to update your information to include a photo by clicking on the pencil icon in top right corner of the screen. You may access additional areas from the navigation menu on the left.

**Dashboard:** You may review applications, interview statuses and upcoming events.

**Requests:** Submit a request or question to our Employer Relations & Internships Advising Teams. Select **Create Request** from top of screen. Request to set up a phone appointment, an interview or have a job posted by our team. Please complete all fields marked with red \* and include any additional information. Select **Add Attachment** to upload information including job descriptions. Click **Save**. You may then **Edit** or **Submit** your request. Requests waiting for your response are listed under **Awaiting My Response**, while requests submitted are listed under **Currently Assigned**.

**Jobs:** While our team can post jobs for you via the **Request** button, you may also post jobs on your own though the **Jobs** button from the navigation menu.

**CREATE JOB** To post your own, select **Create Job**. You will select your name as Reporter as the person who entered the job. Please select applicable application materials under **Required Documents**.

Though not all fields are required, please provide as much detail as possible including any specific instructions applicants need to apply for your position. After all details have been entered, please scroll down and click **Save**. Jobs are forwarded to the Career Services Team for review. Once approved, jobs will appear in your account as **Active**.

 INVITE  CLONE JOB  SUSPEND  CLOSE

You will find the options above at the bottom of your job ad. Click **Invite** and search for candidates by name or email address to share your job. You may also clone, suspend or close this job from inside the job ad.

**Automated Job Feeds:** Automated job feeds can be linked directly to HireDeVry 2.0. The feed scrapes your jobs and pulls them into our internal job search portal for students and alumni to view. Please contact us at [employerrelations@devry.edu](mailto:employerrelations@devry.edu) for more information to have your unique URL linked.

**Candidates:** You may filter by degree and state to search for specific students and alumni to view their profiles and résumés. **Note:** You will be able to search and view profiles and résumés for students and alumni, who are actively seeking.

**Control Panel:** You may update information about yourself and your company under **Control Panel**.

**Overview:** Select **Edit** to update information about your company (phone number, address & description).

**Personal Info:** Click on pencil icon in top right corner to upload your photo and edit information. Click **Save** at the bottom once all updates are made.

**Events:** You can add your hiring event for our students and alumni here. You may search for events by adding filters.

Event Start Date	
Event Status	From → To
Registration Start Date	
From → To	Registered Events

### Virtual Career Fairs and Recruiting Opportunities:

Leverage a range of virtual events and other services from DeVry University to help you position your company as an employer of choice, and to help meet your talent needs. Take your recruiting communications and company branding to the next level! If you are interested in hosting an employer information session or interested in participating in a virtual career fair or another hiring event, please reach out to us to discuss options.

### Employer Information Sessions:

Live webinars, also known as employer information sessions, feature a single employer each month. These info sessions are delivered monthly to an audience of students and graduates nationwide.

### Virtual Career Fairs:

A Virtual Career Fair (VCF) lets you connect with the community of students and professionals attending or graduated from DeVry University and its Keller Graduate School of Management from the comfort of your own home or office. **Exclusive Employer VCFs** are a new feature giving employers an opportunity to host an event through our platform with multiple booths with unlimited recruiter seats.

### Questions?

Or to learn more about connecting with candidates and building your talent base with DeVry University students and alumni, please contact us at: [employerrelations@devry.edu](mailto:employerrelations@devry.edu) or call **1-800-261-5156**.