

Access to Talent 2022 – University of Leicester

How to complete a booking: Step-by-step guide

STEP 1. Login if you already have an account

If you already have an employer account with us, please <u>click here</u> to login and be directed straight to the event page. Your username will be the email address you registered with and then your password. You can navigate to the forgotten password link if you cannot remember your password. *Please double check your junk mailbox if completing the forgotten password link*.

Our system allows you to list opportunities and book on to careers and employability activities at the University of Leicester.

STEP 2. Create an account

If you do not have an employer account with us, please visit <u>https://mycareers.le.ac.uk</u> to register. Please click on **Organisation sign in** as shown below. Once you have registered, your request will need to be reviewed and approved within 24-48 hours.



STEP 3. Make your booking

Once signed in, you can search for the event through the below link. Alternatively, see images below on how to find the Access to Talent event and navigate through the booking. https://mycareers.le.ac.uk/leap/event.html?id=7231&service=Careers%20Service i. Firstly, in the homepage click on **Search Events.**



ii. Scroll down to the Access to Talent event, University of Leicester and click to start your booking.

			Preparation		2022	instructions on event)
Date ran By sp	ge: becific da	te	Engineering Placements: Keep your ion the prize	Careers Fair session	07-Jun- 2022	Online webinar (see instructions on event)
By relative date		te	How to break into the Tech Industry	Careers Fair session	07-Jun- 2022	Online webinar (see instructions on event)
to	May V	2022 •	Get Experience in Business and Management	Careers Fair session	08-Jun- 2022	Online webinar (see instructions on event)
26 ¥	May 🗸	2023 🗸 🛍	Experience a Year in Industry	Careers Fair session	08-Jun- 2022	Online webinar (see instructions on event)
Select.	-	~	Careers in HR and Recruitment	Careers Fair session	08-Jun- 2022	Online webinar (see instructions on event)
Viewable by users:		s:	Pause & Prep your Next Steps (PG Study)	Careers Fair session	09-Jun- 2022	Online webinar (see instructions on event)
Select.		~	Get Experience with the European	Careers Fair session	10-Jun- 2022	Online webinar (see instructions on event)
Select.		~	Access to Talent at the University of Leicester	En ployer only Event	23-Jun- 2022	
Location	type	~	HE Law Careers Advisors' Conference 2022	Employer Hosted Webinar (Advertising only)	30-Jun- 2022	
Bookable	e by user	s:	Organisation BPP University	(are nong any)		
Select	one	~	25 50 75 100			

iii. Please take a read of the information and then scroll down to start the booking request process by clicking **next** at the bottom of the page.

your business to identify e	mployees of the future in an effective and efficient way.	
The event will take place a coffee and juice will be ava	t Space Park Leicester on Thursday 23 June 2022 from 8:30am through to 1 iliable along with pastries and fruit.	0:30am. Refreshments including tea,
Attendance Instructions:	Following your booking, you will be sent information ahead of the event with travel/ parking guidance. and any further information for the event.	Ask a question about this Ev
Share Link:	https://mycareers.le.ac.uk/leap/event.html?id=7231&service=Car eers%20Service	
Event Type share link	https://mycareers.le.ac.uk/leap/events.html?filters=dynamicstri ngsic_eventtype%253aemployer+only+event&clearStoredSelect ions=true&service=Careers%20Service	
Book a Place on this Even	ŧ	Cri
Date		
23-1 up-2023 (09-30)-10-30		

You will land on our Booking Page - **Please complete all sections marked with an** *. Once completed, please scroll down and click **Next** to finalise your booking. By clicking Save as Draft, this does not submit your booking and we will not receive your booking request.

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	Please	provide any d	etails	ofaco	essibili:	ty requ	irements that v	ve sh	ould be awa	are of				
Accessibility Requirements	File Edit	t View Insert	Form	at To	ols Tab	le								0
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You will be taken to our Booking Summary page. Please review and check all information is correct. To submit your booking request, please click **Submit Booking** at the bottom of the page. Your booking request is now complete and a team member will be in touch in due course with further information.

Full name	Test	
Position/ Job Title	Test	
Company Name	Test	
Car parking Required?	Yes	
Dietary Requirements	n/a	
Accessibility Requirements	n/a	

QUESTIONS AND QUERIES

If anything changes after the booking has been made, please do not hesitate to contact us and we can support in editing this information.

You can contact us at tom.ledgard@leicester.ac.uk

Thank you for your interest in joining us for the the Access to Talent event at the University of Leicester.

We look forward to seeing you there.