



User Guide
Latinos in Higher Ed

Publisher Profile			
Name Latinos in Higher Ed		Media Type Job Board Online	
Market Scope <input type="checkbox"/> Local <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> Wisconsin <input type="checkbox"/> International <input checked="" type="checkbox"/> Midwest <input type="checkbox"/> Other: _____		Targeted Advertisement <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Limited <input checked="" type="checkbox"/> Academic <input checked="" type="checkbox"/> Branding <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Outreach	
Website www.LatinosinHigherEd.com		Diversity Recruitment <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
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About this Agreement

This agreement was signed based on a continuing “good faith” business relationship with the publisher to provide special discounts to UW-Madison colleges, departments and units interested in print and web advertisement.

- Web-only posting will be priced at \$150.

To request a copy of this publisher agreement email apalau@ohr.wisc.edu

How to post job

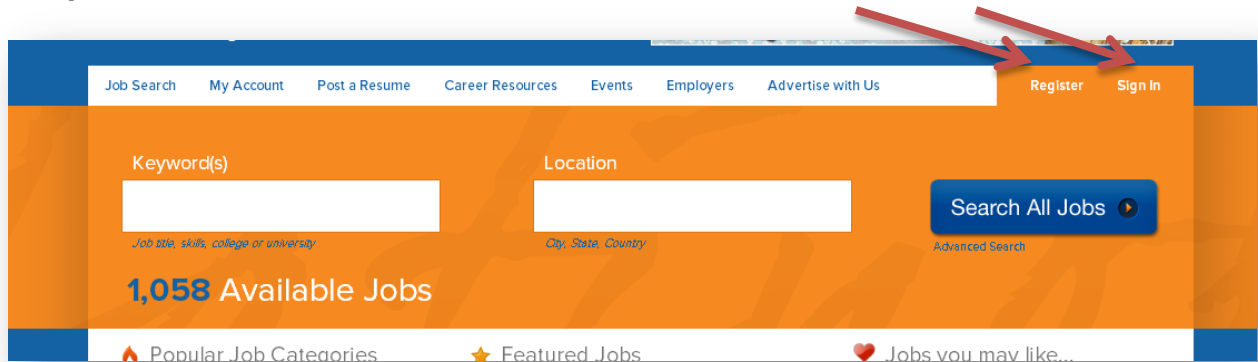
Instructions to post a job are included in this YouTube video



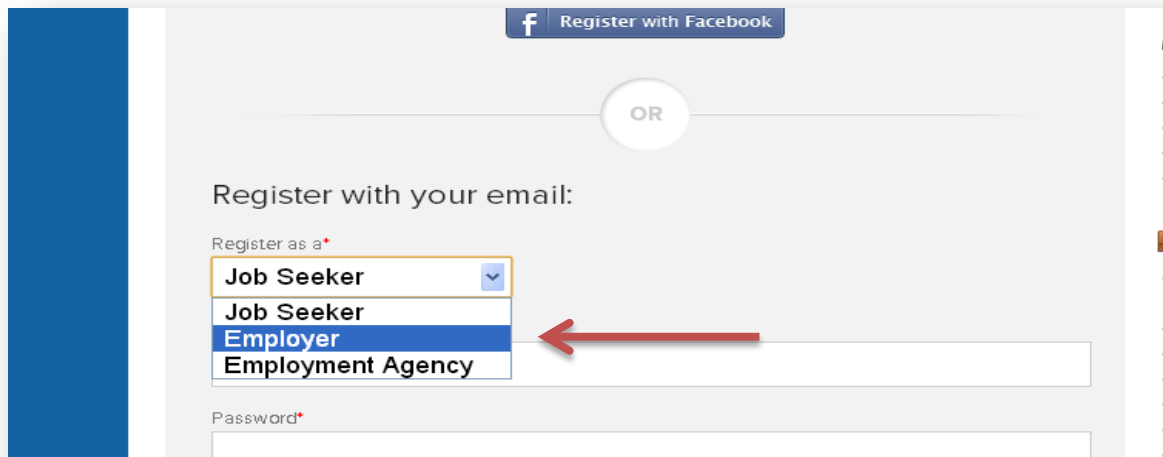
OR

by following the steps enclosed in the following pages

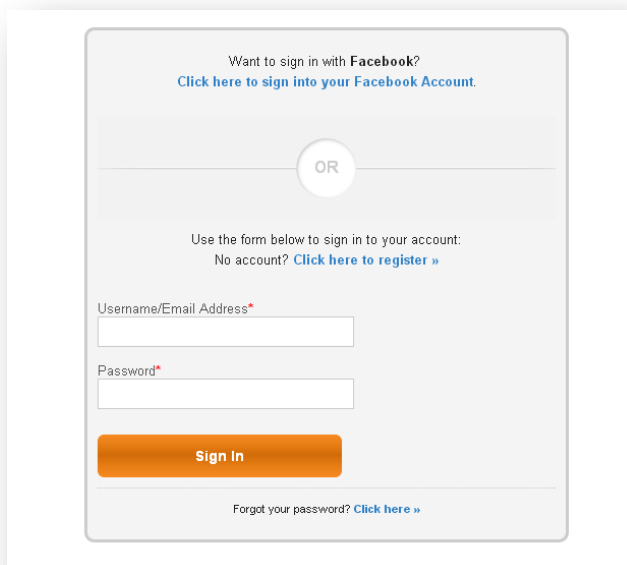
1. Register or Sign in



2. To register select Employer from dropdown menu. An email confirmation will finalize the registration process.



3. To sign in enter your username and password.



4. Credits will be required before posting a job. Select *Purchase credit*

The screenshot shows the 'Adin's Dashboard' with a sidebar on the left containing navigation options: Dashboard Home, Job Manager, Credits & Billing (with sub-options for Credit Card and Invoice/Bill Me), Edit My Employer Profile, View My Profile, Update Account Info, Reports, Update Password, and Logout. The main content area features a red notification box stating 'Update Your Account Information' and 'Your account information still needs to be updated, click here.' Below this, it says 'You currently have 0 credits available.' A red arrow points to the '0' in this text. Further down, there are sections for 'My Recent Job Postings' (with a note that there are none) and 'Most Recent Job Applications' (with a note that there are none).

5. During this step, users would select job posting option and must enter the coupon code.

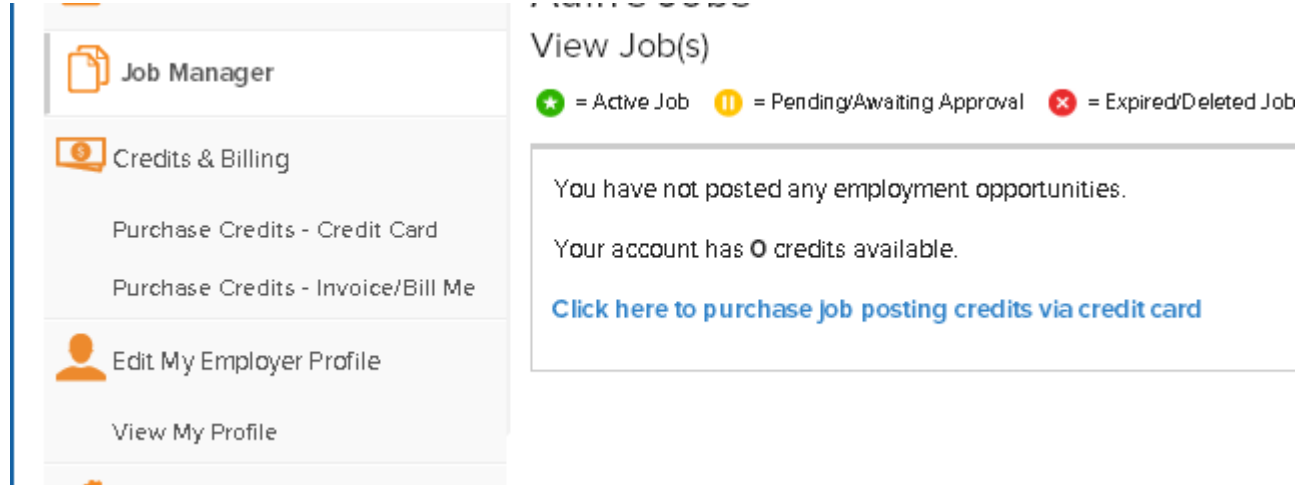
COUPON CODE: wisconsin15

After the coupon is entered proceed to complete the part *Billing Address Information*

The screenshot shows the 'Adin Palau's Dashboard's Credits' page. It has a sidebar on the left with options for 'Credit Card' and 'Invoice/Bill Me'. The main content area is titled 'Purchase Credits - Credit Card' and includes a 'Choose a package' section with a table of options. A red arrow points to the 'Job Pack I (1 job)' option. Below the table is a 'Coupon Code' section with a text input field containing 'wisconsin15' and an 'Update' button. A red arrow points to the input field, and another red arrow points to the 'Update' button. At the bottom, there is a 'Billing Address Information' section with input fields for 'Company Name' and 'First Name', with a red arrow pointing to the 'Company Name' field.

Package	Credits	Price
Job Pack I (1 job)	1	\$175
Job Pack II (5 jobs)	5	\$625
Job Pack III (10 jobs)	10	\$1,000
Divisional/Department Yearly subscription	1000	\$675
Yearly subscription-Enrollment less than 3000	1000	\$800
Yearly subscription-Enrollment 3000-5999	1000	\$925
Yearly subscription-Enrollment 6000-9999	1000	\$1,050
Yearly subscription-Enrollment greater than 10,000	1000	\$1,175

6. The option to post job will appear in your *Job Manager* tab



The screenshot shows a user interface with a sidebar on the left and a main content area on the right. The sidebar has a blue vertical bar on its left edge and contains the following menu items: 'Job Manager' (with a document icon), 'Credits & Billing' (with a dollar sign icon), 'Purchase Credits - Credit Card', 'Purchase Credits - Invoice/Bill Me', 'Edit My Employer Profile' (with a person icon), and 'View My Profile'. The main content area is titled 'View Job(s)' and includes a legend: a green star icon for '= Active Job', a yellow double bar icon for '= Pending/Awaiting Approval', and a red X icon for '= Expired/Deleted Job'. Below the legend, a message states: 'You have not posted any employment opportunities. Your account has 0 credits available.' A blue link is provided: 'Click here to purchase job posting credits via credit card'.

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