University of Warwick
Employer User Guide for myAdvantage

myAdvantage will enable you to:

- Join our directory of employers searchable by all Warwick students
- Maintain your contact details and company information
- Add and manage your vacancies

Getting started

Visit Myadvantage.warwick.ac.uk

To register as a new employer, click on ‘Register’ on the left hand menu

To login as an existing employer, click on ‘Log In’ on the left hand menu
Registration

Step 1
To register a new employer, click on the type of employer you are: ‘Organisation/Employer’, ‘Non-profit Organisation’ or ‘Agent for Employer’

Welcome to myAdvantage for Employers

Step 2
Add your ‘Organisation Name’ and ‘Acronym’ where possible e.g. NASA and click ‘Continue’

Welcome to myAdvantage for Employers

Continued....
You might see a warning message on the next screen about organisations having similar names to the one you have entered.

If your organisation is already listed, click on ‘Login to Warwick myAdvantage’
If you have forgotten your login details, click ‘Forgot login’
If your organisation is not the same, click ‘Continue to Register as a New Organisation’
Step 3

Complete the details about your organisation in the form on the next page.

Tick the boxes for the industry/industries in which your organisation operates. Students can view a listing of organisations organised by Industry categories.
Step 4

Complete details about your primary contact on the form.

Choose your login details with a preferred username consisting a minimum of 6 characters and password.

After filling in everything, select 'Finish' to complete your organisation registration process.

Step 5

A registration email will be sent to your email address. You must confirm your email before you can login and add vacancies.

If you did not receive the confirmation email, click on the 'Resend Confirmation Email' button in the same page.

Once logged in, you can add your staff contacts, vacancies and events however, they will not be shown in the Student Portal until your registration is approved (please allow up to 3 working days).