

Employer Account Set Up & Log In

Zocalo is the career management platform of the Middlebury Institute of International Studies (MIIS), providing multiple opportunities to connect with our students and alumni. Through your Employer Account, you can:

- Post and Update Open Positions
- Accept, Manage, and Review Applications
- Take Part in On-Campus Recruiting (OCR) and Interviewing Options
- Host an Employer Info Session
- Review Student Resumes and Online Portfolios



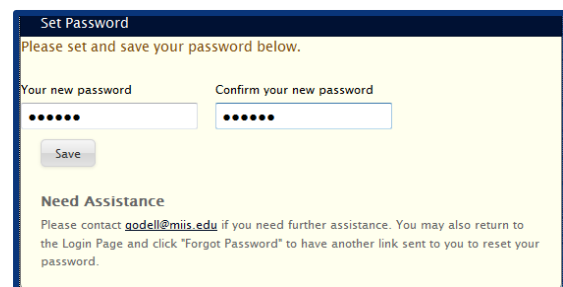
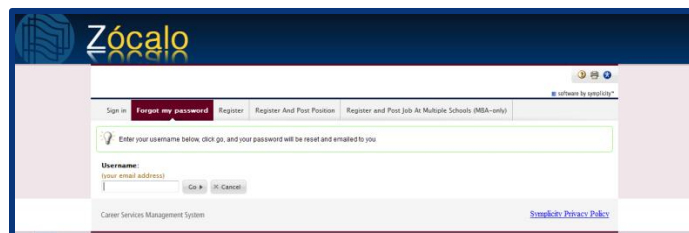
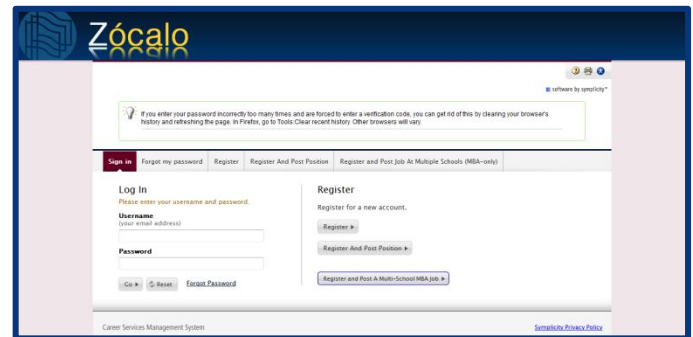
To log in, go to go.miis.edu/zocalo. The following web page will display. Select "Employer" as your user type.

You will see several login options available to you:

- 1) Sign In
- 2) Forgot My Password
- 3) Register (with additional options)

Sign In using your username (email) and password. Your username was entered during the initial registration process. This may have been completed by you directly, by a colleague, or by our office on your behalf.

Use **Forgot My Password** if you know your username but do not know your password. Enter your username/email address to receive a message containing a reset link. Clicking the link will provide a prompt asking you to set and confirm a new password.



If you receive a notice indicating that your username was not found, you may be using an email address different from what we have on file. Please email careers@miis.edu to obtain or update your username and email.



Register and open an account if this is your first visit to our online platform, Zócalo. Complete the required profile fields and submit your request. You will receive a confirmation email indicating that your account creation is pending approval of our Zócalo administrators.

Once your registration request has been approved, you will receive an email containing your username and a link to create a new password. Now you will be able to access Zócalo's services as an Employer.

*Please note: if our office has posted a position for your organization in the past, we would have registered your organization in our system, perhaps using your specific contact information (which is private and is not distributed to our students or alumni). If you receive a notice indicating that your email address is already in our system, please use **Forgot My Password** to reset your password and gain entry to your Zócalo account.*