

Employer Registration

Thank you for your interest in registering for MI Bright Future! We want to make sure you have all the information you need to complete the registration process. Please see the list to the right for the items you will need to have on hand to complete your profile. We require background checks for each adult using the MI Bright Future communication tools – we value the safety of our students!

Once your background check has been completed, we will build your profile in the system using the information you provide in the Registration Form. When your profile is ready (allow 5-7 business days) you will receive an email notification with log in instructions so that you can view and approve the profile. Each additional employee should fill out this form in order to participate as an “Online Career Coach” or interact with students.

Having issues registering?

We want to make this process as painless as possible. If you’re having any issues registering please contact us.

[Contact Us](#)

Things you’ll need to complete registration and your profile...

Company address and phone

Company logo (.gif or .jpg format)

Company Website URL

Description of your company in student-friendly language (max 700 characters)

Year founded

Number of employees (approximate)

Primary industry

A list of the careers that your company hires that you would like students to know about

HR or career-page web link (if applicable)

Qualities you look for in employees and advice to future employees (700 character max)

Step by step Registration

1. Visit mibrightfuture.org
2. Under the Employers heading, click [Register](#)
3. Complete the MI Bright Future Registration Form– Be prepared with the items listed above!
4. Add any additional employees that you would like by using this [form](#)
5. Approve your profile when contacted by the MI Bright Future team
6. Find your future workforce!

What would your registrants like to do?

Please select from the options below:

I would like to have a profile about my business, organization and/or profession. ☐ Yes ☐ No

I would like to be a virtual career coach. ☐ Yes ☐ No

I would like to offer experiential learning activities for my business and organization. ☐ Yes ☐ No

I would like to answer questions about my business, organization/profession on our message board. ☐ Yes ☐ No

I would be interested in sending messages to students through wConnect. ☐ Yes ☐ No

I would like to Partner ☐ Yes ☐ No

I would like to be a virtual career coach. ☐ Yes ☐ No

I would like to participate in general volunteering activities. ☐ Yes ☐ No



Company/Volunteer -Start Here

User starts their registration by clicking a link from the portal/page.



Step 1

- User selects level of involvement and enters their basic information



Status= New

- System verifies email address
- User is sent by a verification email immediately to continue registration (from messages@careercruising.com)
- Administrator notified of new registration
- User cannot log-in yet at this point

Status= In Progress



Step 2: Continue Registration

- User enters their new password and update their nickname

Step 3: User completes Company/Contact Info Entry

- User enters their address info.
- If Address < 7 years, the system will require user to enter previous address
- If Name has been changed, the system will require user to enter previous name

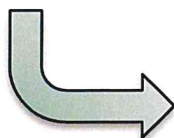
Step 4: Career Coach Discussion Board Selection

- User selects career discussion board

Step 5: Career Exploration Selection

- User selects Career Exploration Activities

Managing only company profile.



Status= Pending



Post Registration (Administrator)

- Reviews company & contact information
- Process background check (if required)
- Activate Company and Contact registration (Status=Active)

- User is sent and email confirmation
- Administrator notified registration has been completed