HireRight I-9/E-Verify access request process

1) Person requesting access is required to take the **required SkillSoft I-9 training** accessible through the employee portal: log into your portal, click on the “Training” tab, click on “Start SkillSoft”, choose your campus, click on “Human Resources”, click on “CU: Form I-9”, and complete the training

2) Listen/view **required HireRight training webinar**: Watch and listen here: [https://www.youtube.com/watch?v=BVwq8LRCpwl&feature=youtu.be](https://www.youtube.com/watch?v=BVwq8LRCpwl&feature=youtu.be)

3) Once both trainings are completed contact HR.I-9@ucdenver.edu to notify HR you are requesting access through OIM
   a. Provide your Employee ID and campus phone number

4) Request HireRight I-9/E-Verify access through OIM (For any user who needs access to HireRight for I-9/E-Verify processing (effective Monday, March 13, 2017)
   a. Visit [http://www.cu.edu/uis/access/access](http://www.cu.edu/uis/access/access) and locate “HireRight for I-9/E-Verify”
   b. Follow the instructions to request access via CU Identity Manager (OIM) for this specific role: [https://identity.prod.cu.edu/identity](https://identity.prod.cu.edu/identity)

5) Once training completion has been verified, OIM access will be approved

6) Once OIM access is approved, access will be granted

7) To access HireRight I-9/E-Verify please log-on through your portal, click the “Business Tools” tab, then click on “I-9/E-Verify HireRight.” This should take you directly to the HireRight module


9) Other resources: [http://www.cu.edu/hcm-community/recruit-hire/completing-e-verify-i-9](http://www.cu.edu/hcm-community/recruit-hire/completing-e-verify-i-9)