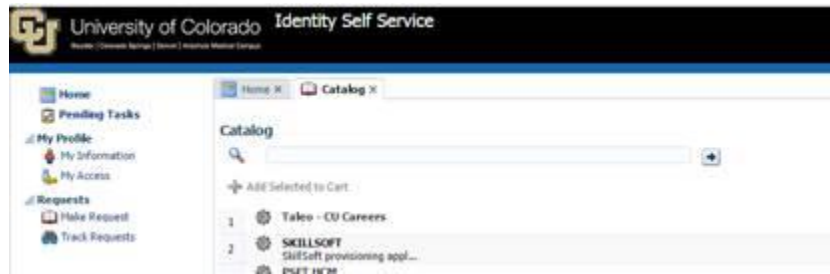


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HireRight I-9/E-Verify access request process

- 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](#)
- 3) Once both trainings are completed contact HR.I-9@ucdenver.edu to notify HR you are requesting access through OIM
- 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> 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://www.cu.edu/uis/hireright-i-9-electronic-verification-access>



- 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
- 8) Follow System Office step-by-step guide for processing I-9/E-Verify: <http://www.cu.edu/docs/using-hireright-form-i-9-and-e-verify>
- 9) Other resources: <http://www.cu.edu/hcm-community/recruit-hire/completing-e-verify-i-9>