

CU Denver | CU Anschutz

HireRight I-9/E-Verify access request process

- 1) Person requesting access is required to take the **SkillsSoft I-9 training** accessible through the employee portal: log into your portal, click on the “Training” tab, click on “SkillSoft”, choose your campus, click on “Human Resources”, click on “CU: Form I-9”, and complete the training
- 2) Watch the 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
 - a. Visit <https://identity.prod.cu.edu/identity> and locate “CU I-9 E-Verify HireRight User”
 - 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 the OIM request will be approved
- 6) Once the OIM request is approved HireRight 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>