1) Person requesting access is **required** to take the **SkillSoft 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](mailto: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](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](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.


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)