# <u>Sign Up</u>

### 1. New to CyHire?

- Start Here: https://iastate.12twenty.com/hire
- Select Sign up for an Account



### 1. Returning to CyHire?

- Start Here: <u>https://iastate.12twenty.com/hire</u>
- Login using your previously established username and password

## Sign up for an account

#### 1. Complete account creation form

- If you are an ISU employee, posting for a position on campus, please select "I am an employee of Iowa State University.
- Employer Field:
  - ISU employees MUST use the following
    - ISU Department Name (Ex. ISU Office of Student Financial Aid)
- Finish entering data, agree to "terms" and click "Create Account"
- If you are an ISU employee looking to post a position for personal use, please create an account using personal credential, following our <u>off-campus</u> <u>employer help guide</u>

#### Welcome to CyHire!

We're glad you are joining us! Get started by creating an account.

First Name*	First Name
Last Name*	Last Name
Work Email Address*	Work Email Address
Share my email with candidates	
Password	Password
	<ul> <li>Minimum 10 characters</li> <li>An uppercase letter</li> <li>A lowercase letter</li> <li>A special character (!,@,#,\$,%,^,&amp;,*)</li> <li>A number</li> <li>Example: ThisSchool10\$</li> </ul>
Confirm Password	Confirm Password
I am an employee of Iowa State University	
Employer*	Employer
Address*	Street Address
Country*	Country 💌
City*	City
Postal Code*	Postal Code
Your Job Title*	Your Job Title
Phone Number*	Phone Number

 $\Box$  I agree to the Terms of Service and Privacy Policy. \*



## Sign Up for an account

- 1. Once you have created your account, a verification code will be sent to the email address you provided.
- Input the email verification code into the "Email Address Verification" pop up that appears to finalize the account creation process.

*Note:* This code is active for 1 hour from the time it hits your inbox. If you do not see the email after 10 minutes, check your spam folder.

	Verification	on Code	
Mitchel	A message with a verificati .megan487@gmail.com. P Missing the email? Please	on code has been se lease enter the code check your spam fo	nt to to continue. der.
	C' Resend Email	③ Need Help?	