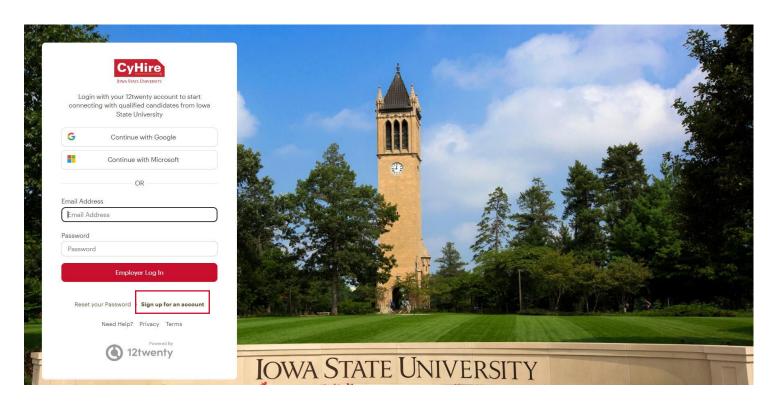# Sign Up

If you are an ISU employee hiring for an off campus personal position don't use this help sheet. Navigate to the "ISU Employees Hiring for a Personal Position" help sheet.

1. ## New to CyHire?
   - Start Here: https://iastate.12twenty.com/hire
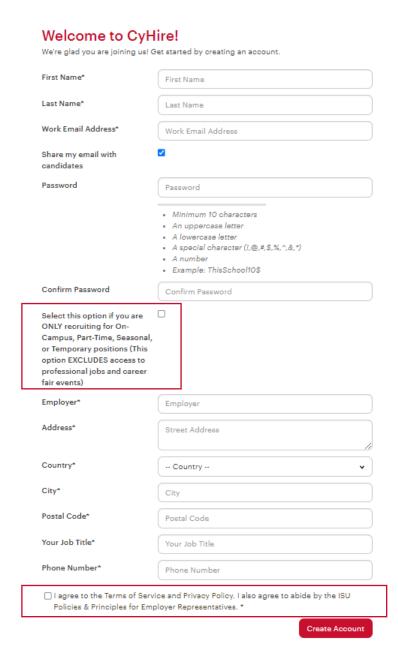   - Select Sign up for an Account

1. ## Returning to CyHire?
   - Start Here: https://iastate.12twenty.com/hire
   - Login using your previously established username and password

Sign up for an account
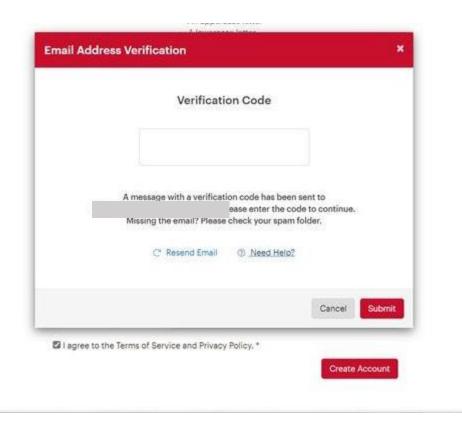
1. Complete account creation form

- **Work Email Address:** ISU email address
- In the employer field, if your department has previously been established in the system, please choose its name from the pop up. If not, proceed to entering the employer's name of your choosing.
- Create your employer title using the following naming convention; ISU - Department Name (ISU - Office of Student Financial Aid)
  - Not a department but a personal job poster instead? Please use your name for the employer title instead.
- Finish entering data, agree to "terms" and click "Create Account"

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

- *Minimum 10 characters*
- *An uppercase letter*
- *A lowercase letter*
- *A special character (!,@,#,$,%,^,&,*)*
- *A number*
- *Example: ThisSchool10$*

Confirm Password	Confirm Password
Select this option if you are ONLY recruiting for On-Campus, Part-Time, Seasonal, or Temporary positions (This option EXCLUDES access to professional jobs and career fair events)	☐
Employer*	Employer
Address*	Street Address
Country*	-- Country --
City*	City
Postal Code*	Postal Code
Your Job Title*	Your Job Title
Phone Number*	Phone Number

☐ I agree to the Terms of Service and Privacy Policy. I also agree to abide by the ISU Policies & Principles for Employer Representatives. *
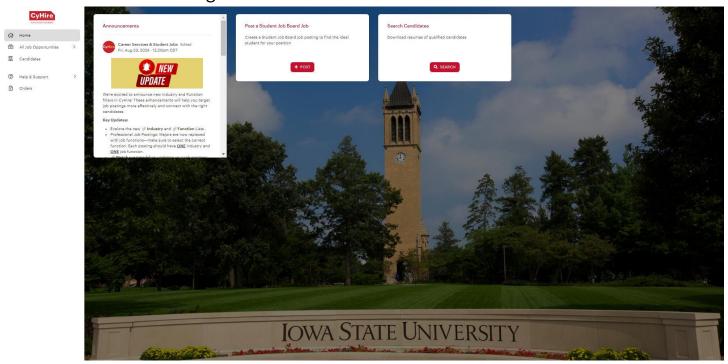
Create Account

Sign Up for an account

1. Once you have created your account, a verification code will be sent to the email address you provided.

2. 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.

Homepage-Dashboard

1. Following verification, you will proceed with log in.
2. After arriving at the homepage-dashboard as shown below, you may have access to the following features of CyHire:
   1. Announcements
   2. Post a Job (post-graduation, Co-ops, & professional internships)
   3. Post a Student Job Board Job (part-time, seasonal, temporary)
   4. Job Listings & Interviews

This dashboard example above shows Student Employment Only Access. If you only post student employment opportunities this is what you should see.

If you do not have the announcements or post a student job board job box, please email studentjobs@iastate.edu for assistance.