

Sign Up

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

- In the **work email address** field list the email you want to create your account with.
- If you only need access to post part-time seasonal student jobs check the box next to: **“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)”**
 - If you will also be posting professional post-graduation jobs, internships, or co-op openings don't check this box
- In the **employer field**, if your company has previously been established in the system, please choose it from the pop up. If not, proceed to entering the employer's name of your choosing.
 - **Not a company 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*

Last Name*

Work Email Address*

Share my email with candidates

Password

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

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*

Address*

Country*

City*

Postal Code*

Your Job Title*

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.*

Email Address Verification [X]

Verification Code

[Input Field]

A message with a verification code has been sent to Mitchell.megan487@gmail.com. Please enter the code to continue.
Missing the email? Please check your spam folder.

[Resend Email](#) [Need Help?](#)

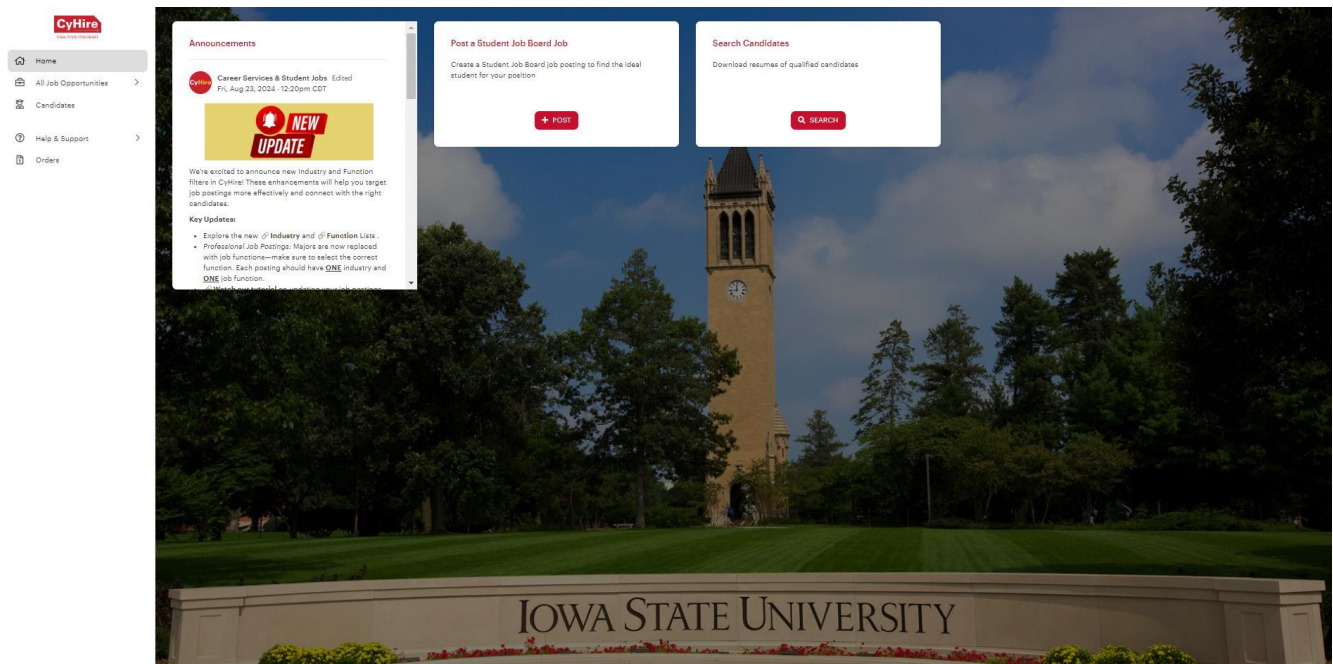
Cancel Submit

I agree to the Terms of Service and Privacy Policy, *

Create Account

Homepage-Dashboard

- Following verification, you will proceed with log in.
- After arriving at the homepage-dashboard as shown below, you will have access to several important features of CyHire.
 1. Announcements
 2. Post a Job
 3. Post a Student Job Board Job
 4. All Job Opportunities (Underneath the Homepage there's a button called All Job Opportunities. This is where you will see your job posting.)



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.