CU Denver | CU Anschutz HireRight I-9/E-Verify Access

As of June 2023, Section #2 of new I-9’s must be completed in person. Documentation and signatures will be collected in HireRight I-9/E-Verify, and in-person physical verification of documents must be completed within three business days of the trainee’s start date.

CU-Affiliated Program Coordinators (those having access to the CU Portal) must complete the following to obtain access to HireRight I-9/E-Verify:

Please note that it takes up to 24 hours for completed training to show in the training record. It is recommended to wait at least a day after completing the required training before submitting the access request.

STEP 1: Complete Required Training
Individuals requesting access must complete the following trainings in Skillsoft:

- UOO145 – HCM Fundamentals
- F00001 – Fiscal Code of Ethics
- U00063 – CU: Information Security and Privacy Awareness
- U00072 – CU: Form I-9

View the required HireRight training webinars:

- HireRight I-9/E-Verify Employment Eligibility Verification Training
- I-9 Webinar

STEP 2: Notify the Central HR I-9 Office
Once both trainings are completed, contact hr.i-9@cuanschutz.edu to notify HR you are requesting access through CU Identity Manager (OIM).

STEP 3: Submit the HireRight I-9/E-Verify Access Request
Log into CU Identity Manager and request the “HIRERIGHT: CU I-9 E-Verify HireRight User” role.

- In the Make Request” page, search for “HIRERIGHT.”
- This request must be approved by your direct supervisor, then by the campus HCM access coordinator.

After HR confirm training completion and your supervisor approves the OIM request, HireRight I-9/E-Verify access is granted. A new tile for “I-9/E-Verify HireRight” will show in your CU Portal.

Login to your CU Portal.
Select the tile for “I-9/E-Verify HireRight.”
Select the tab for “Manage I-9 Forms.”

HR provides a Step-by-Step Guide for managing I-9 forms:

https://www.cu.edu/docs/sbs-hireright-guide-i-9-and-e-verify

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