I-9 training is mandatory and must be completed before HireRight access will be granted.

- **HireRight training webinar:**
  Open a web browser and navigate to [https://www.youtube.com/watch?v=BVwq8LRCpwI](https://www.youtube.com/watch?v=BVwq8LRCpwI)
  (You can skip the opening advertisements by clicking the button on the lower right corner of the player window).

After completing the HireRight webinar:

- **Email GME Payroll Coordinator** [pamela.sullivan@cuanschutz.edu](mailto:pamela.sullivan@cuanschutz.edu)
  Verify that you have completed I-9 training and provide a list of the programs that you manage.

- **Within three working days of your trainee(s)’ start date:**
  GME will coordinate Section 1 of the I-9 and invite you and your trainee(s) to complete Section 2. You will have “Hiring Manager” access within the HireRight application for this.