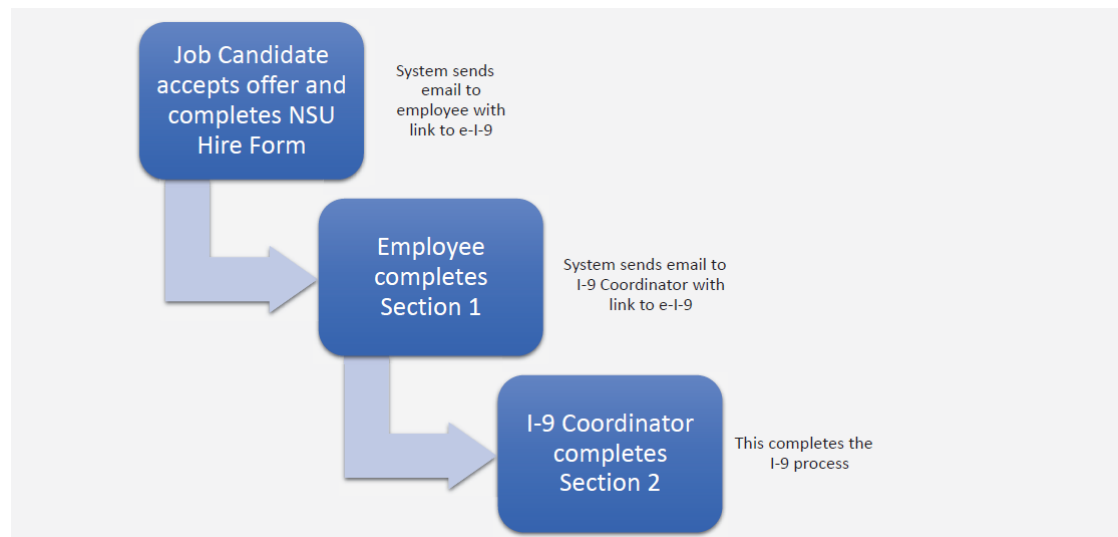


The below instructions are to update your I-9 location in your job card prior to submission of offer card, with this update when an offer is accepted the candidate will receive an I-9 link from Equifax.

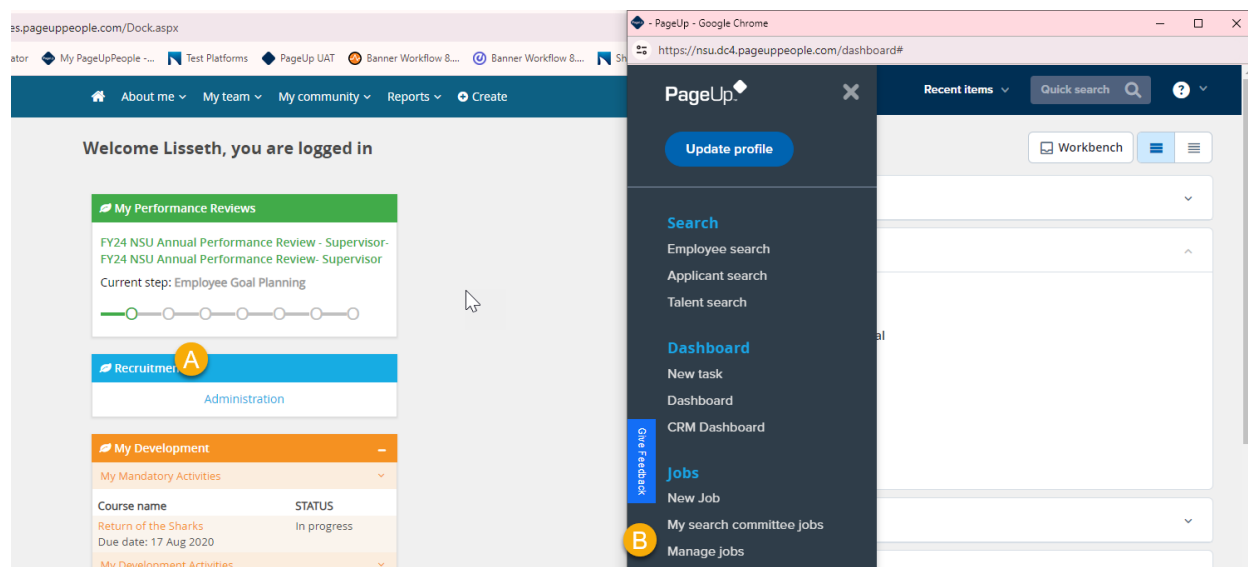
Electronic I-9 Process Overview (New Hires/Rehires):



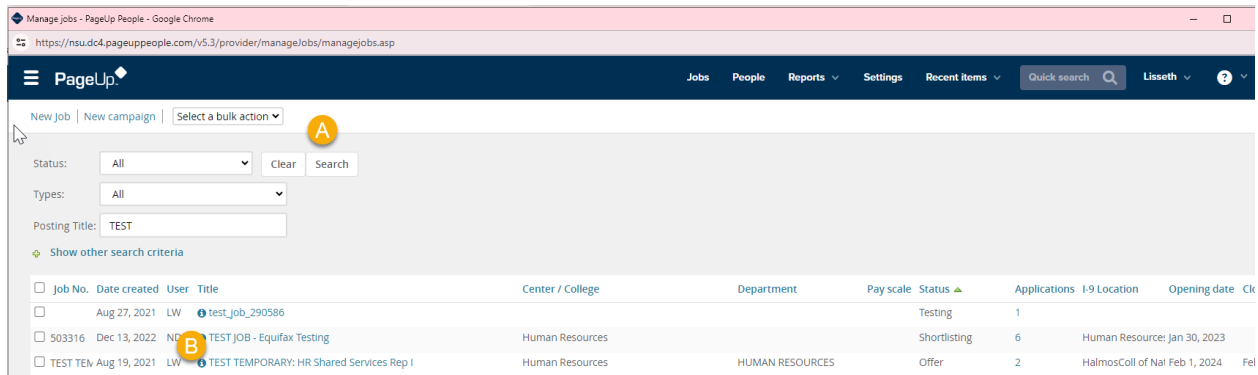
NOTE: If the location was not updated prior to submission of Offer, the HRC must send the employee link via email outside of this process.

Instructions:

1. Go to the Admin Portal in the NSU Careers Dashboard> Under the Hamburger Menu> select Manage Jobs



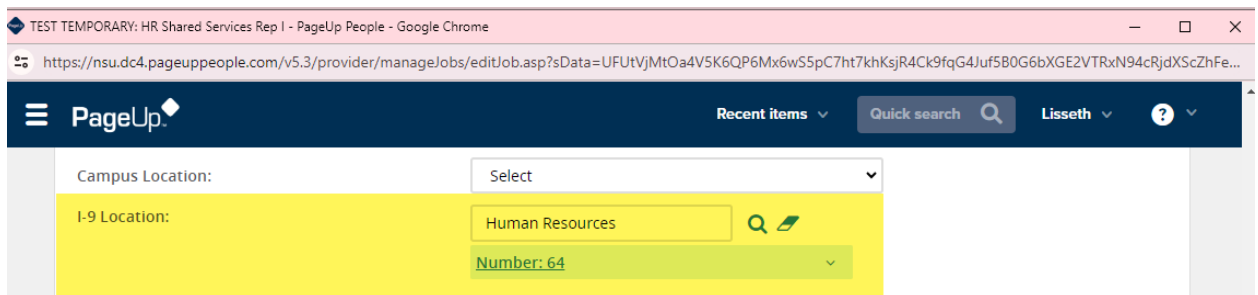
2. Choose your filters> Search > select job



3. Job Card will appear, scroll down to I-9 Location:

- a. Select the magnify glass
- b. Type in center/ department activity code
- c. Search
- d. Click on site
- e. Click "Okay"

4. You will see your update:



5. Scroll Down and click “submit”

