Instructions to Create an Employer Account in Career Central



Who Should Create the Department Account

The **hiring supervisor or department lead** should create the initial employer account for their area. This account will establish the official departmental profile in Career Central powered by 12twenty (for example, *Central Michigan University – Food Court and Retail*). Once the main employer profile is created:

- Additional staff who assist with hiring can sign up using the same employer's name to be linked under that profile.
- Each user will have their own login credentials, so passwords do not need to be shared.
- Student Employment Services can assist if a staff member accidentally creates a duplicate or incorrect employer profile.

Step 1: Visit the Career Central site

Go to cmich.12twenty.com/hire

*The Student/Alumni and Admin logins will not be used by Departments.

Step 2: Create Your Department's Main Account (Director or Lead Supervisor Only) The main department account should be created once by the department's director or primary hiring supervisor.

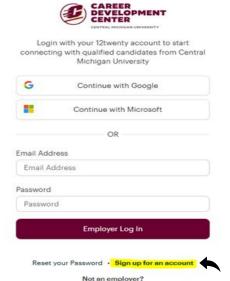
This account establishes your department's official profile for posting jobs in Career Central.

Once this main employer profile is created:

- Additional staff who assist with hiring can later create their own individual logins (see next section).
- Each person will log in separately but be connected under your department's profile.

To create the main account:

1. Click "Sign Up for an Account."



Log in as a Student/Alumni | Log in as an Admin

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- 2. Follow the instructions below to enter your department information:
 - First Name: Enter the first part of your department name (for example, Student Employment)
 - Last Name: If your department name is long, continue it here (for example, Services).

Example: First Name: Student Employment | Last Name: Services

- o **Email:** Use your department's shared or main email address
- Address & Phone should be the department's information, not your personal contact.
- 3. In the Employer section, type exactly Central Michigan University Department Name (Ex: Central Michigan University Student Employment)
- 4. For Job Title, list your department name

After completing these fields, select "Create Employer Account."



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Step 2B: Create an Individual Login (For Additional Staff After Main Account Is Approved)

Once the main department account is approved, other staff (supervisors or coordinators) can create their **own individual accounts** using their CMU email addresses.

Each person will have unique login credentials but remain linked to the same departmental profile.

To create an individual account:

- 1. Click "Sign Up for an Account."
- 2. When prompted to enter your information:
 - First Name: Enter the first part of your department name (example: Student Employment)
 - Last Name: Continue or repeat the department name (example: Services)
 - o Email: Use your own CMU email address
 - Address & Phone: Enter the department's contact information, not personal details
 - Employer: Enter the exact same employer's name as the department account
 - (Example: Central Michigan University Student Employment Services)
 - o **Job Title:** Enter your department name
- 3. Select "Create Employer Account."

Step 3: Verify Your Email

You will receive an email immediately containing a verification code.

- 1. Enter the code in the pop-up box on the registration page.
- 2. Once verified, your account will be submitted to Student Employment Services for approval.

Step 4: Wait for Approval

Student Employment Services will review your departmental account and grant access for you to post student employment jobs in Career Central within 24 business hours. You will receive a confirmation email once your account is approved.

If you have any questions while setting up your account, please contact **Student Employment Services at ses@cmich.edu or 989-774-3881.**