

# 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](https://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."

A screenshot of the Career Development Center login page. At the top is the logo for the Career Development Center at Central Michigan University. Below the logo, it says 'Login with your 12twenty account to start connecting with qualified candidates from Central Michigan University'. There are two buttons: 'Continue with Google' and 'Continue with Microsoft'. Below these is an 'OR' separator. Then there are input fields for 'Email Address' and 'Password'. At the bottom is a large red button labeled 'Employer Log In'. Below the button are links for 'Reset your Password' and 'Sign up for an account' (which is highlighted with a yellow background and a black arrow pointing to it). At the very bottom, it says 'Not an employer?' and 'Log in as a Student/Alumni | Log in as an Admin'.

Student Employment Services  
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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*

- **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.”**

**Employer Sign Up**  
Not an employer? Log in as a Student/Alumni | Log in as an Admin

**First Name\*** Student Employment

**Last Name\*** Services

**Work Email Address\*** ses@cmich.edu

Share my email with candidates ☒

**Password**  **Strong**

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

**Confirm Password**

I am an employee of Central Michigan University ☐

**Employer\*** Student Employment Services

**Address\*** 121 Bovee University Center

**Country\*** United States (USA)

**City\*** Mount Pleasant - AR

**Postal Code\*** 48859

**Your Job Title\*** Administrative Office Assistant

**Phone Number\*** 989-774-3881

☒ I agree to the Terms of Service and Privacy Policy. \*

**Create Employer Account**

## Instructions to Create an Employer Account in Career Central

### 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*)
  - **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*)
  - **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](mailto:ses@cmich.edu) or 989-774-3881.**