



UoA Internal Staff guide to creating an employer account on CareerHub

To access CareerHub:

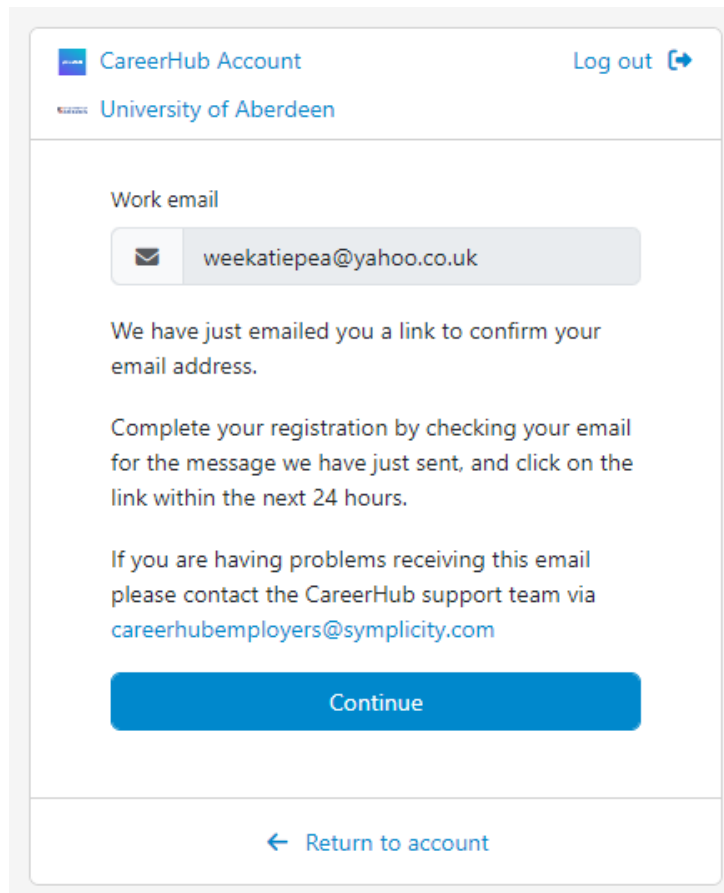
1. Go to <http://employers.careerhub.abdn.ac.uk> and click the Login/Register button in the top right corner.
2. Click on 'Create account' at the bottom:

A screenshot of the CareerHub Account login page for the University of Aberdeen. At the top, it says 'CareerHub Account' and 'University of Aberdeen'. There is a 'Log out' link with an external link icon. Below this is an email input field with an envelope icon and the placeholder text 'Email'. A blue 'Continue' button is below the field. In the center, the word 'or' is displayed. Below 'or' are three social login buttons: 'Sign in with Microsoft' (with the Microsoft logo), 'Sign in with Google' (with the Google logo), and 'Sign in with LinkedIn' (with the LinkedIn logo). At the bottom, there is a yellow 'Create account' button and a blue 'Cannot log in?' link.

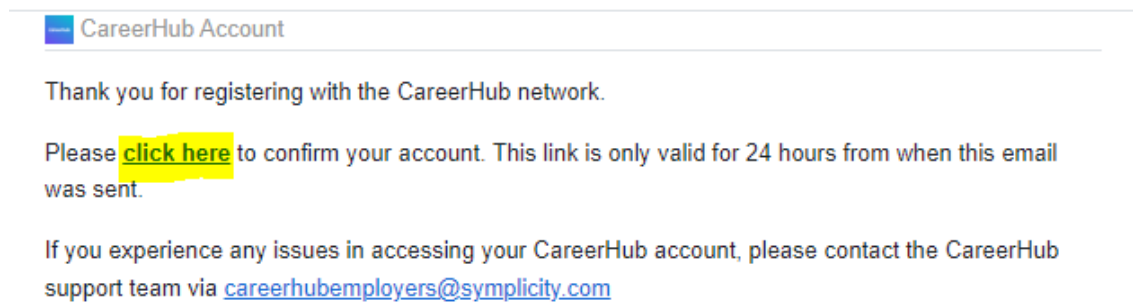
3. Put in your work email and choose a password, click 'Register'

A screenshot of the CareerHub Account registration page for the University of Aberdeen. At the top, it says 'CareerHub Account' and 'University of Aberdeen'. There is a 'Log out' link with an external link icon. Below this is a 'Work email' label with an information icon, followed by an email input field with an envelope icon. Below the email field is a 'Password' label, followed by a password input field with a key icon and a toggle eye icon. Below the password field is a 'Password confirmation' label, followed by a password input field with a key icon and a toggle eye icon. A blue 'Register' button is at the bottom. At the very bottom, there is a blue 'Return to account' link with a left arrow icon.

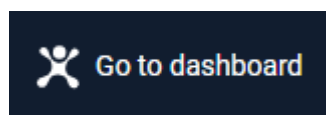
4. Check your email:



5. Confirm your account by clicking the link in the email.



6. Return to <http://employers.careerhub.abdn.ac.uk> and login with your work email address and the password you just created. Click on 'Dashboard' at the top right of the page.



7. You then have the option to add yourself as a contact to an organisation that already exists on CareerHub, or add a new organisation (you can click the first option and search for your organisation if you are not sure):

Register

Request access to an existing organisation

If you are a contact of an organisation that already exists, you may search and request access using this option. Your application will be reviewed by an administrator.

Register new organisation

For registered businesses or organisations, registered charities, non-profit organisations, volunteering organisations, recruitment agencies and similar.

8. First, check if your department is already on the system by clicking 'Request access to an existing organisation'. Put 'University of Aberdeen' in organisation name and United Kindom in the Country field:

Register / Request Access

Organisation name *

University of Aberdeen

Country *

United Kingdom

Back

Search

Look through the results and if your department is listed click on 'request access', complete the required details and click 'Save'

9. If your department is not listed, click 'Back' at the top and then 'Register new organisation' and complete as follows (skip the section with similar names):

Register / Organisation name

1. Name

2. Similar

3. Details

4. Contact

Organisation name *

University of Aberdeen

Type of organisation *

Organisation / Employer

Country *

United Kingdom

Back

Continue

Register / Details

1. Name

2. Similar

3. Details

4. Contact

Name

University of Aberdeen

This field cannot be edited

Division

Acronym

Put your dept name here

10. Your request will need to be reviewed by our team; you will receive a confirmation email when this has been completed.

Questions

If you have any questions or difficulty accessing CareerHub, please contact the Careers team at careers@abdn.ac.uk.