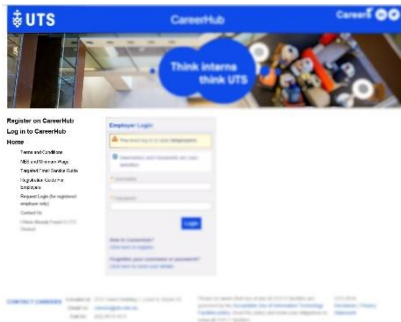
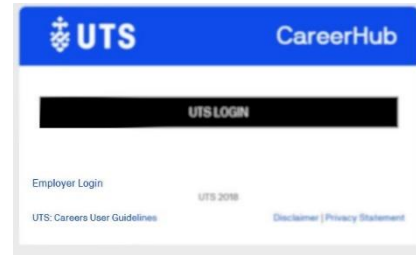


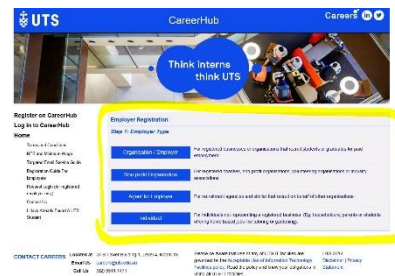
## How to register as an employer using the UTS Careerhub

1. Open a web browser and navigate to <https://careerhub.uts.edu.au>

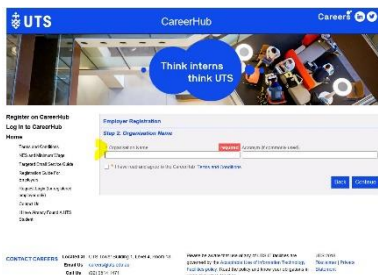
2. Click Employer Login as shown



3. Click Register on CareerHub as shown below

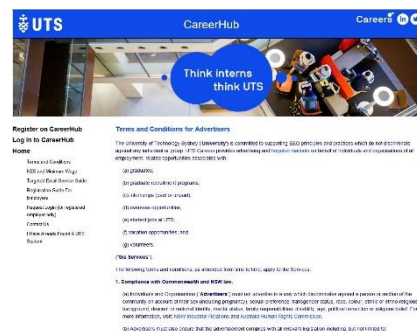


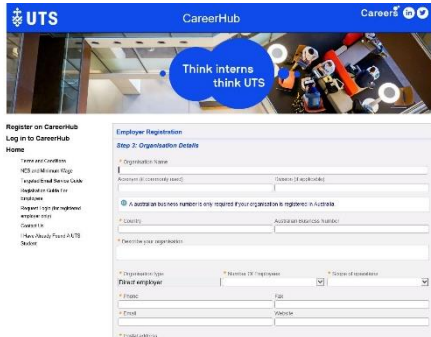
4. Select your Employer Type



5. Enter your Organization Name, select from existing records which will appear as you type

6. Review the CareerHub terms and conditions carefully, you can revise these at any time [here](#). Then continue using an existing record by selecting it, or select continue to create a new record

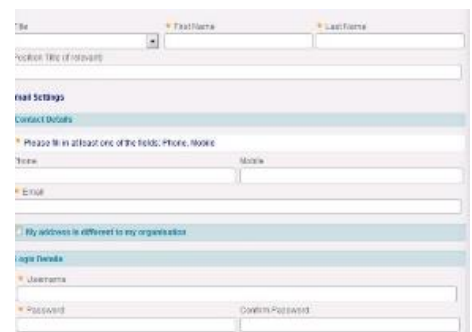




## 7. Complete the Organisation Details Form

## 8. Complete the Register Primary Contact form

- The use of shared inboxes as the primary contact is preferred in order to provide access to CareerHub when your company's designated CareerHub Administrator is absent.
- We suggest using your primary email address as your CareerHub username



9. You will receive a confirmation email verifying your registration.

10. Your registration will be subject to approval by the UTS Careers Recruitment Administrator

11. Once your registration is approved you will receive notification via email, Click the link included

12. Alternatively open a web browser and navigate to <https://careerhub.uts.edu.au/employers>

13. Login to the CareerHub Employer Portal using your username and password.