# CareerHub Registration Guide

A step-by-step guide to register an account on CareerHub

Welcome to the University of Adelaide's CareerHub!

Once you have stepped through the following process to register as a user, you will be able to:

a. Add opportunities or promote events directly to the system for students and graduates to access.

b. Edit and review the opportunities or events you have listed, and view previous listings.

c. Add and maintain a list of contacts within your organisations who can post opportunities or promote events.

d. Maintain your organisation profile.

e. Access services and information resources provided only to registered organisations.

1. Visit the University of Adelaide CareerHub and go to 'Login/Register'.
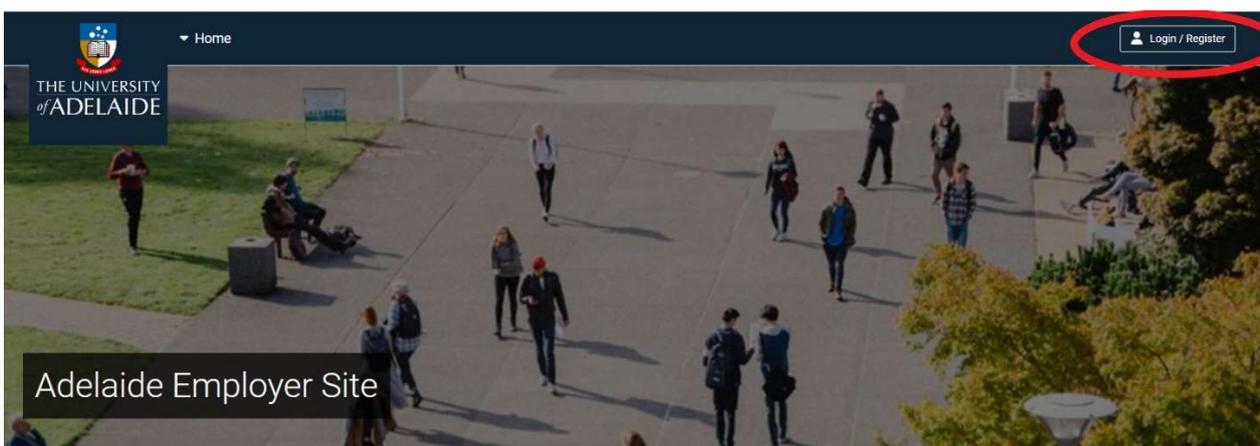
2. Enter your individual work email account and click 'Continue'.

3. Create a new password and click 'Register'.

   Note: The password must be a least 6 characters, have lowercase (a-z), at least one uppercase (A-Z), and one digit (0-9).

4. A confirmation link will be sent to your nominated email address. Click on the 'click here' in the email (right screenshot example).
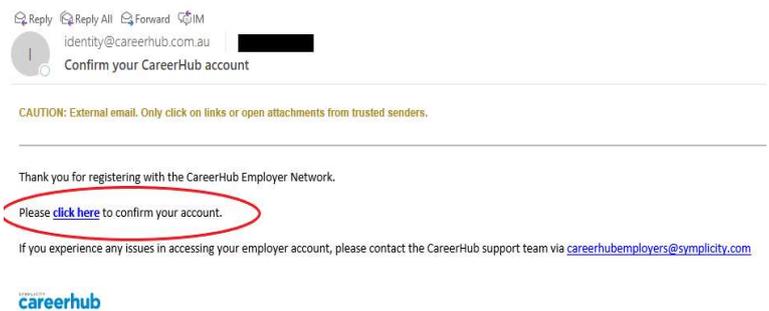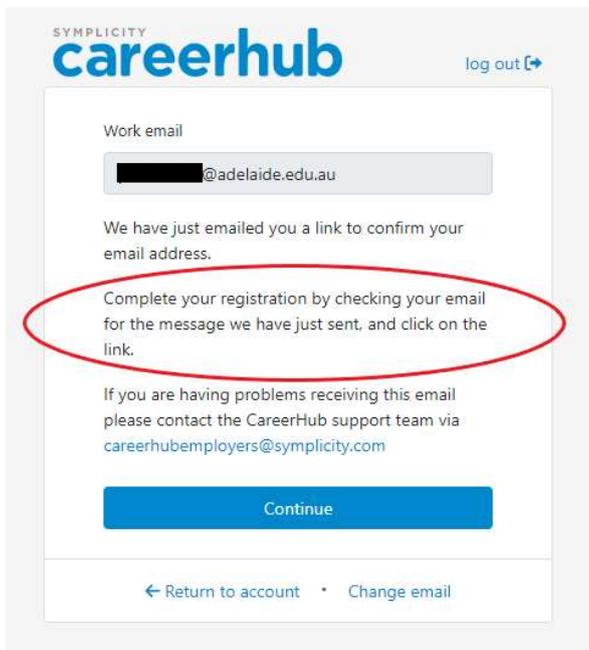
5. You will then be taken back to the log-in page and asked to enter your email and password again to confirm your account.

6. You will then receive confirmation; click 'Continue'.

7. Select **'Register new organisation'**.

Note: If your organisation is already registered on CareerHub and you would like to be added as an additional contact, select 'Request access to an existing organisation'.

Complete the form with all the relevant details and ensure the following:

a. Review the Terms & Conditions.

b. Provide an ABN (Australian organisations only) with the same entity name as the organisation name you are registering.

c. Provide a brief description of your organisation, including your core business.

You will be asked to provide your individual contact details (or other staff delegates) including your individual email address.

Note: Once submitted, your request for registration will be reviewed and approved by the Career Services team, usually within two to three working days.

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

Register / Request Access

Organisation name *

Country *   Company number

Select...

Back   Search

Your account is now set up and you are ready to use the features of the University of Adelaide CareerHub platform.

If you have questions around this or require further support, please contact our team via email at industry@adelaide.edu.au or via phone at +618 8313 5123.