INSTRUCTIONS FOR COMPLETING THE ELECTRONIC I-9

All student employees of West Texas A&M University must complete the I-9 before they begin working on campus. Click here for more information about this important federal document.

Once you’ve been hired and completed your student employment paperwork with Career Services, you will receive an email called “Final Steps Before You Begin Work. Simply click on the link in the email to complete the electronic I-9.

**Login Name:** Your Social Security Number

**Password:** 1password (This password is case sensitive and you may use it only once. Should you get “locked out” of the system for attempting to use the password multiple times, you must come to Career Services to complete the I-9.)

Verify your name on the first screen and click “next”. You do not need to fill in this form.

Next, you’ll have access to the I-9, you will fill in the blanks with the following information:

- Name
- Address
- Date of Birth
- U.S. Social Security Number
- Email Address
- Telephone Number

If you do not have a nickname, maiden name or alias, write “none” in the Other Names Used blank.

You must also indicate your citizenship or immigration status. (International students will be required to provide additional information from their I-20 and I-94 as well as their Passport.)

After completing Section One, you will be requested to **electronically sign your I-9.** NOTE: You will not be able to sign the document until you have reviewed it. To do this, click “Check Form” at the bottom of the page.

Once you’ve reviewed the I-9 for accuracy, you will be requested to confirm your identity. You will do this by checking the box beside the red arrows on the right hand side of the page:

- First Name
- Last Name
- Date of Birth

Your PIN should now appear where the four question marks (????) were. Type those numbers in the yellow box. Click “electronically sign.” You have now completed your portion of the form. Close the page.

The next page says that you need to make an appointment with Jana Nixon/Career Services/Human Resources. You will also receive an email to this effect. Please disregard this information.

Wait to receive your “Authorization to Work” email before starting your new job. This email should arrive in your in-box within three business days of completing Section 1 of the I-9. If you have not shown the necessary identification documents to Career Services this process may take longer.

Questions? Please contact Career Services at 806-651-2397 │CC#113│part-timejobs@wtamu.edu