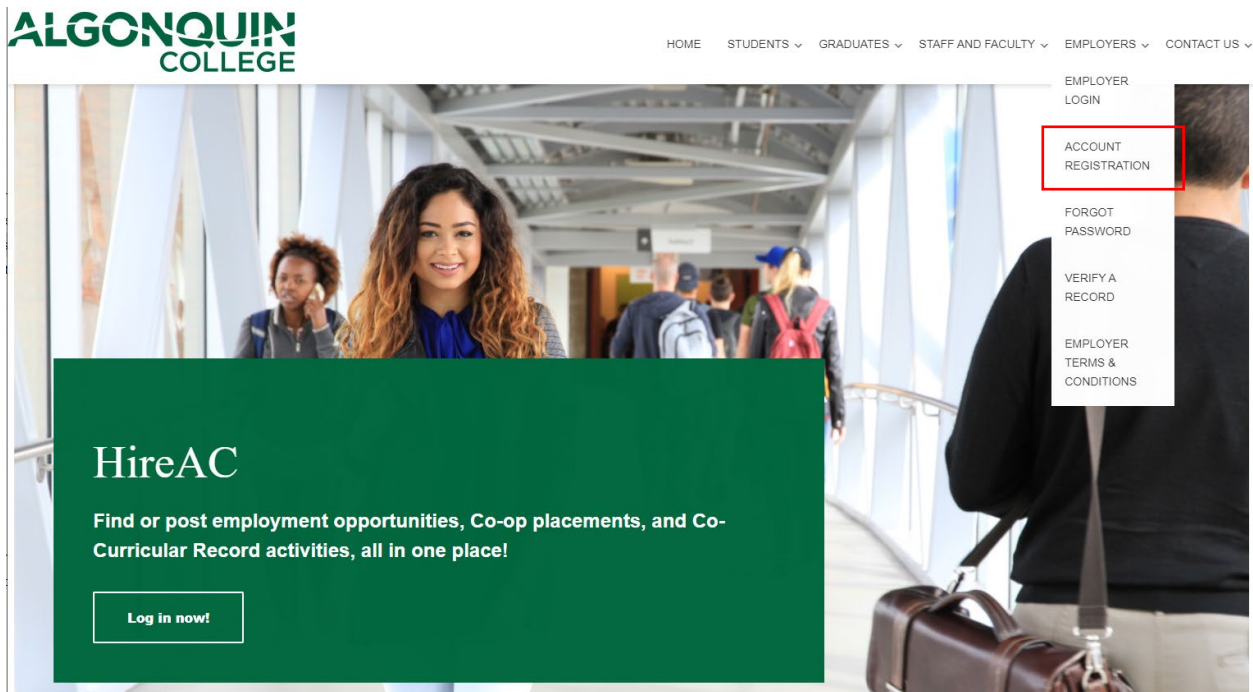


## Getting Started: Creating and Managing your HireAC Account

1. If this is your first time posting a job with Algonquin College Co-op, go to HireAC.ca and click on EMPLOYERS then ACCOUNT REGISTRATION



2. Complete the Organization Information, Division Information, and User Information fields.

Please note: If you are a federal government, the division is your Department name (IE. Canada Revenue Agency, Employment and Social Development Canada, Agriculture and Agri-Food Canada)

3. Select the services your organization is interested in by clicking the toggle on the right, confirm you are not a robot, and click “continue”.

Hiring an Algonquin College Co-op Student is a great way to access some of Ottawa’s top talent and future leaders. Co-op is a full-time, paid, 4 month (minimum) work-term that allows students to combine in-class education with hands-on experience. For more information, visit our website or call 613-727-4723 ext. 5928.

Services interested in (Select all that apply)\*

Full-time, part-time, and/or summer Job Postings



Co-op Job Postings (year-round)



Career Fairs



Continue

4. View your registration confirmation, and wait for your activation message that will be emailed to you within 1-2 business days.

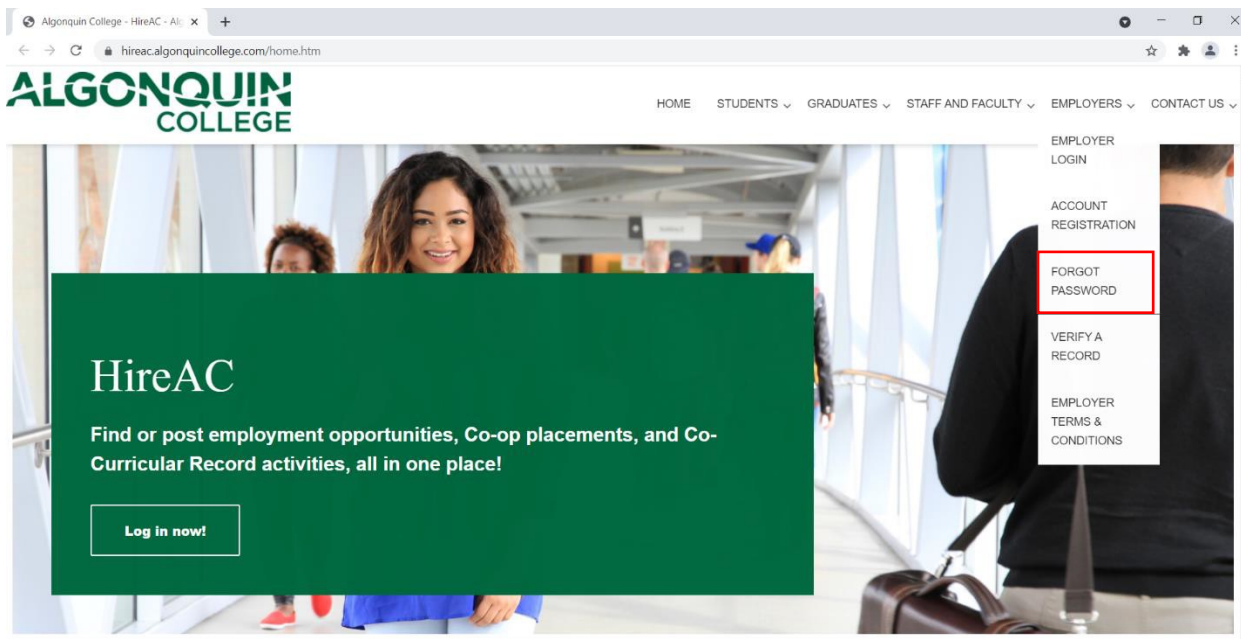
## Registration Confirmation

Thank you for submitting your registration. A message will be forwarded to your email address once your account has been activated. Registrations are confirmed within 1-2 business days.

We look forward to working with you!  
The Employment Support Centre and Cooperative Education Teams

## To Retrieve your Password

1. Go to HireAC.ca and click on EMPLOYERS then FORGOT PASSWORD



2. This is a two-step process:

A) Enter your Login ID to retrieve your email reset code. Please note the reset code may take between 5 and 10 minutes to arrive in your email inbox.

# Forgot Password

Resetting your forgotten password is a two step process. Please follow the instructions below.

## Step 1. Email reset password link.

Please enter your Login ID below and click on "Email Reset Password Link". A link will be emailed to the email address associated with your account

Your Login ID: \*

[Email Reset Password Link](#)

B) Once you have received your password reset link, you may continue to step two of the password retrieval.

## Create a new password

Your password must contain:

- at least 8 characters
- at least 1 number
- an upper case letter
- a lower case letter
- one of the following characters: !@#\$%^&\*

New Password: \*

Confirm New Password: \*

[Reset Password](#)