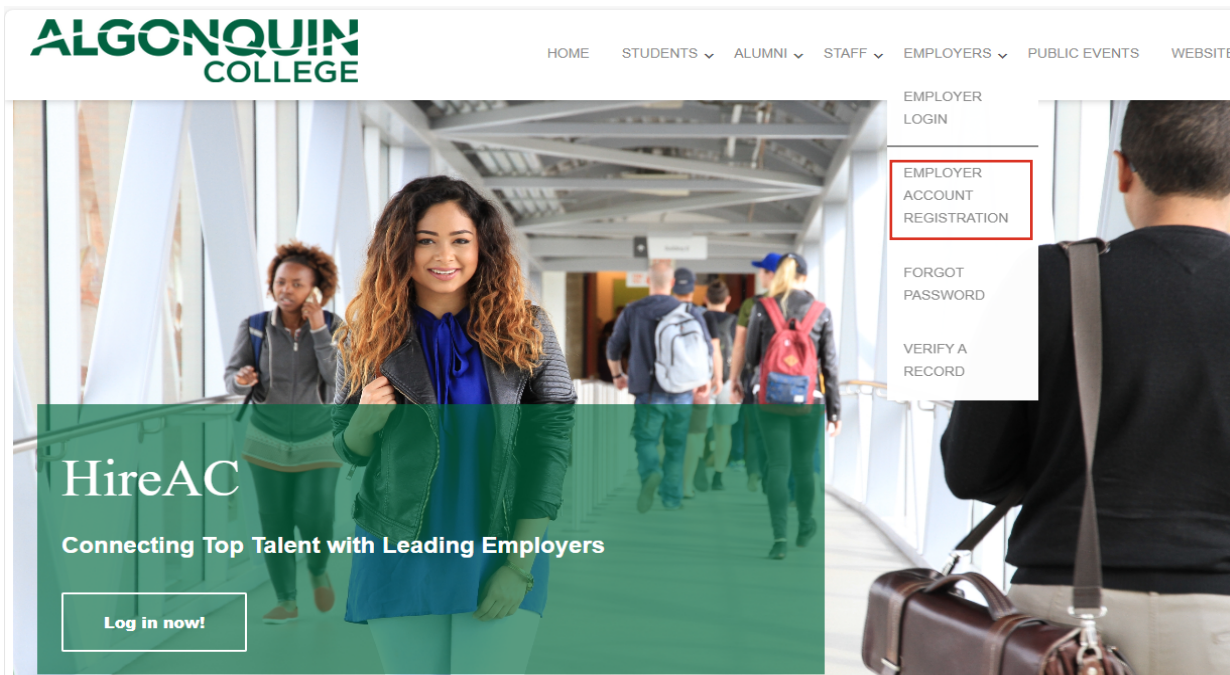


Getting Started: Creating and Managing your HireAC Account

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