

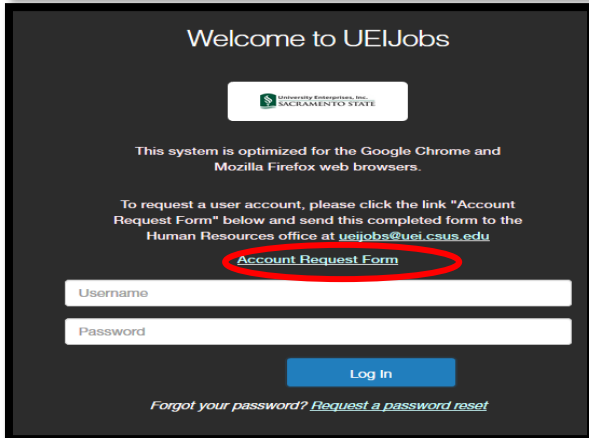
# UEIjobs

## How to Request a User Account



To access the applicant tracking system go to [www.ueijobs.com](http://www.ueijobs.com)

Select "Supervisors".



You will be redirected to a login page.  
First time users select "Account Request Form".

Username	<input type="text"/>	
Password	<input type="password"/>	6 character minimum
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Phone Number	<input type="text"/>	
Timekeeping Account Number	<input type="text"/>	If number is unknown, please call (916) 278-4994
Department/Agency	<input type="text"/>	Please enter your department or company name

Enter a user name and password, along with the rest of the required information.

(User name must be between 6 and 20 characters, i.e. JSmith or John.Smith).

**Please write down your username and password. You will need it each time you log in to the system.**

Email the completed form to [ueijobs@csus.edu](mailto:ueijobs@csus.edu).

You will receive an email from HR when your account is approved (typically within 24 hours.) Once approved, you will then be able to log in to the system with your user name and password.