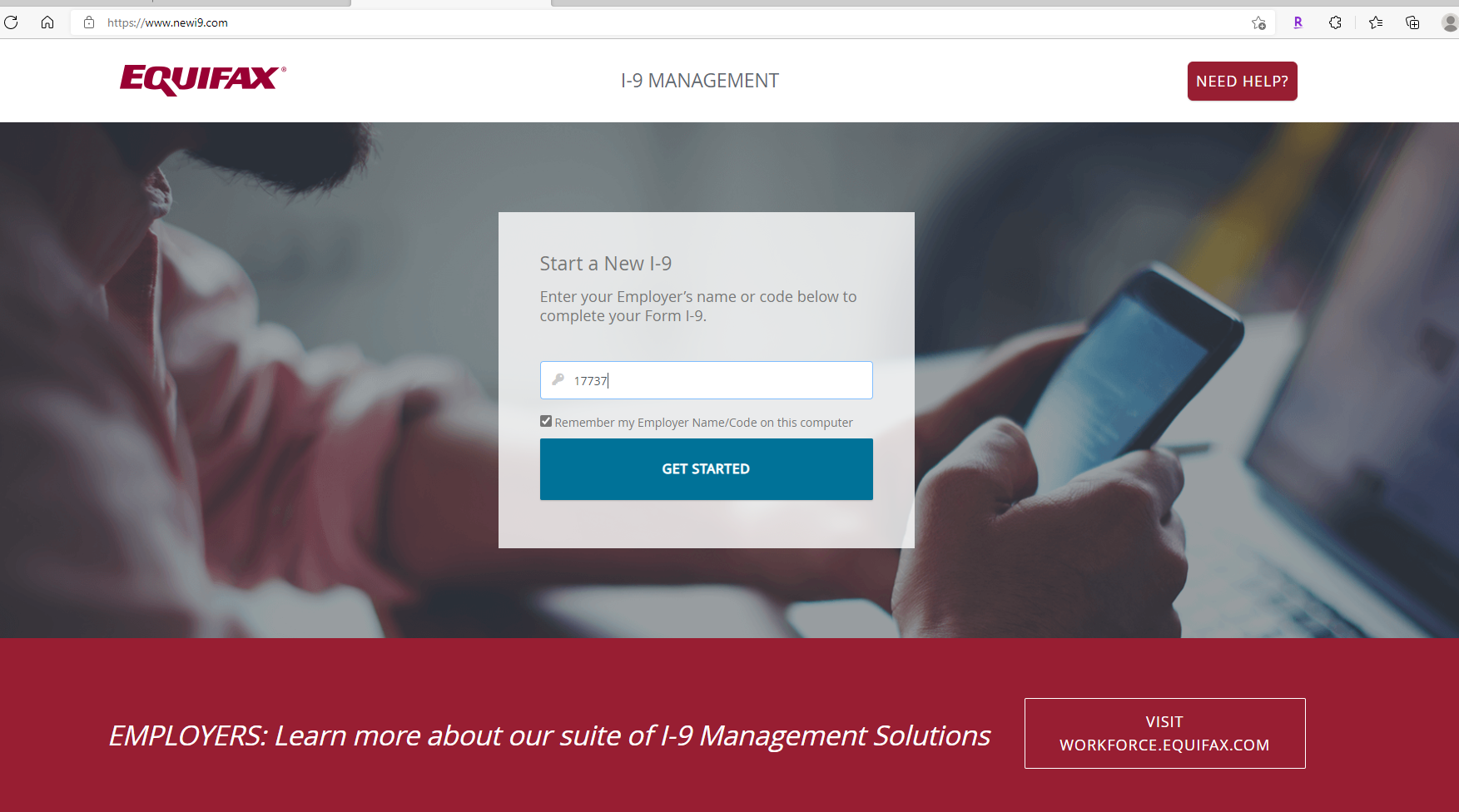
[www.newi9.com](http://www.newi9.com)

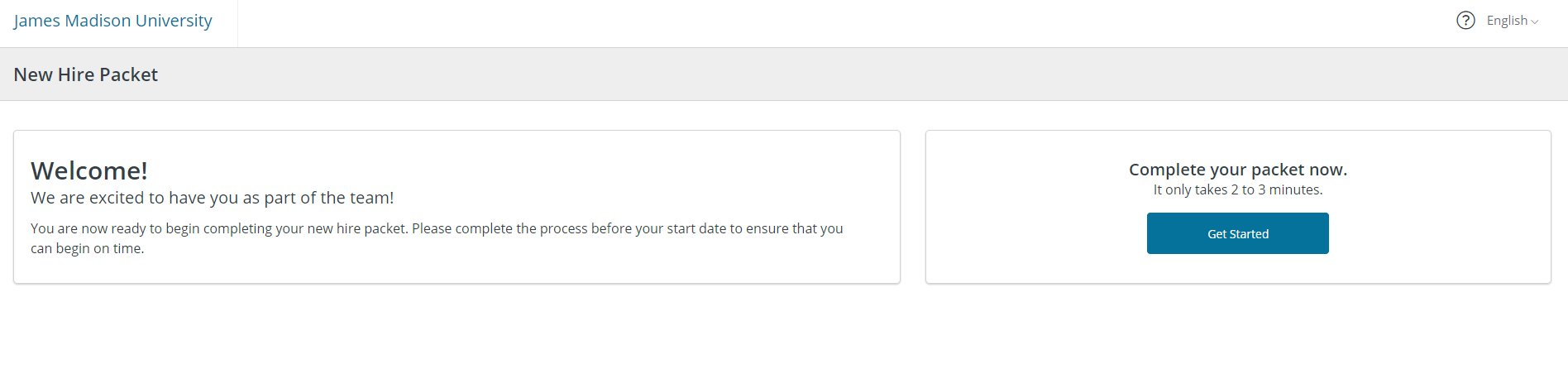
Step 1:



Employer Code: 17737

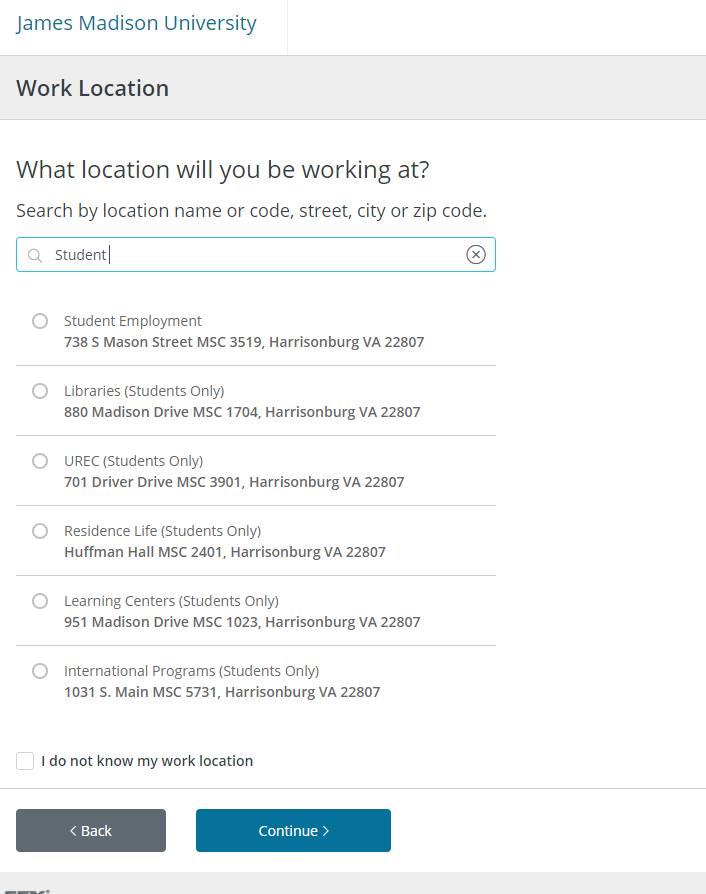
Click “Get Started”

Step 2:



Click “Get Started”

Step 3:



In the search box type “Student”

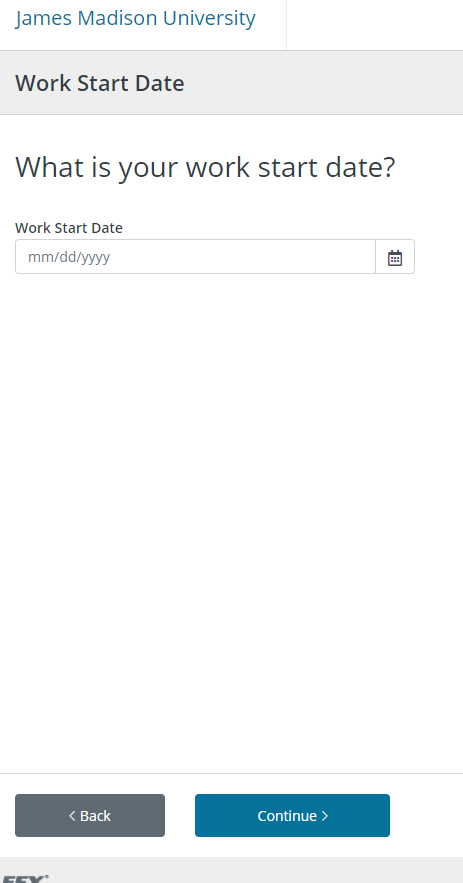
The above list will appear

Select – Student Employment

*\*If you student will be working in a* ***Super User*** *department they will need to select their respective department*

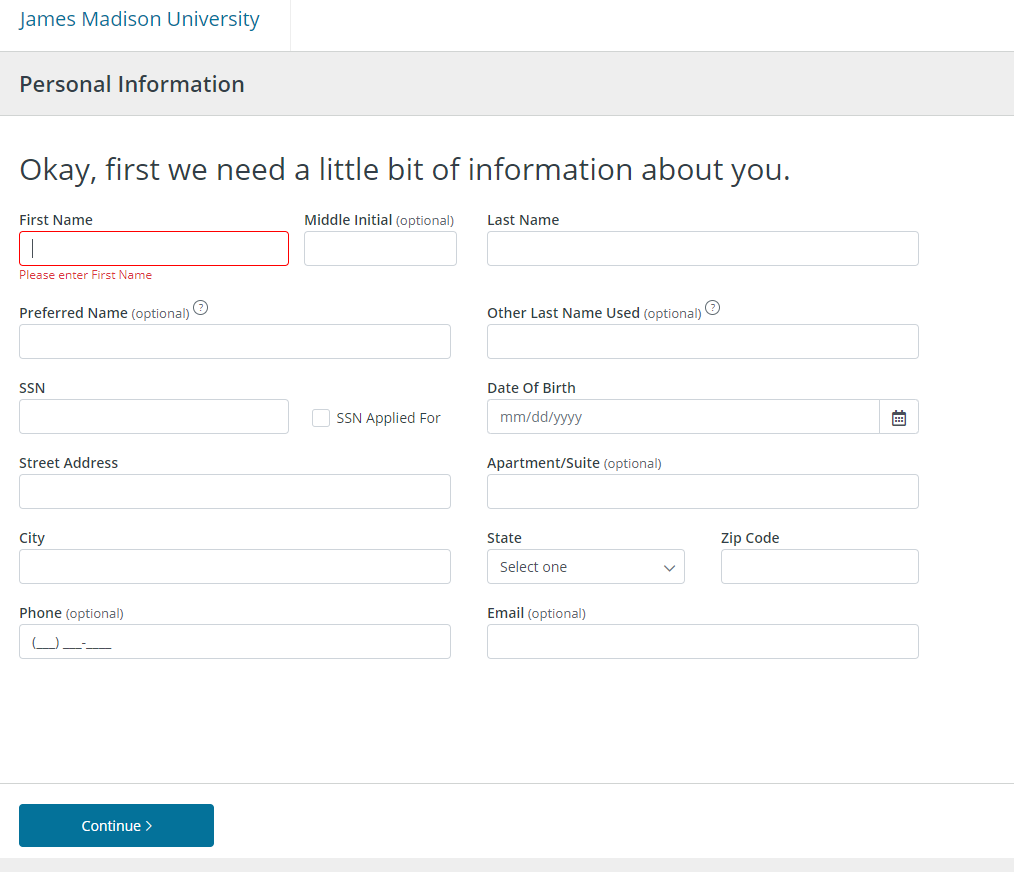
Click “Continue”

Step 4: (next page)



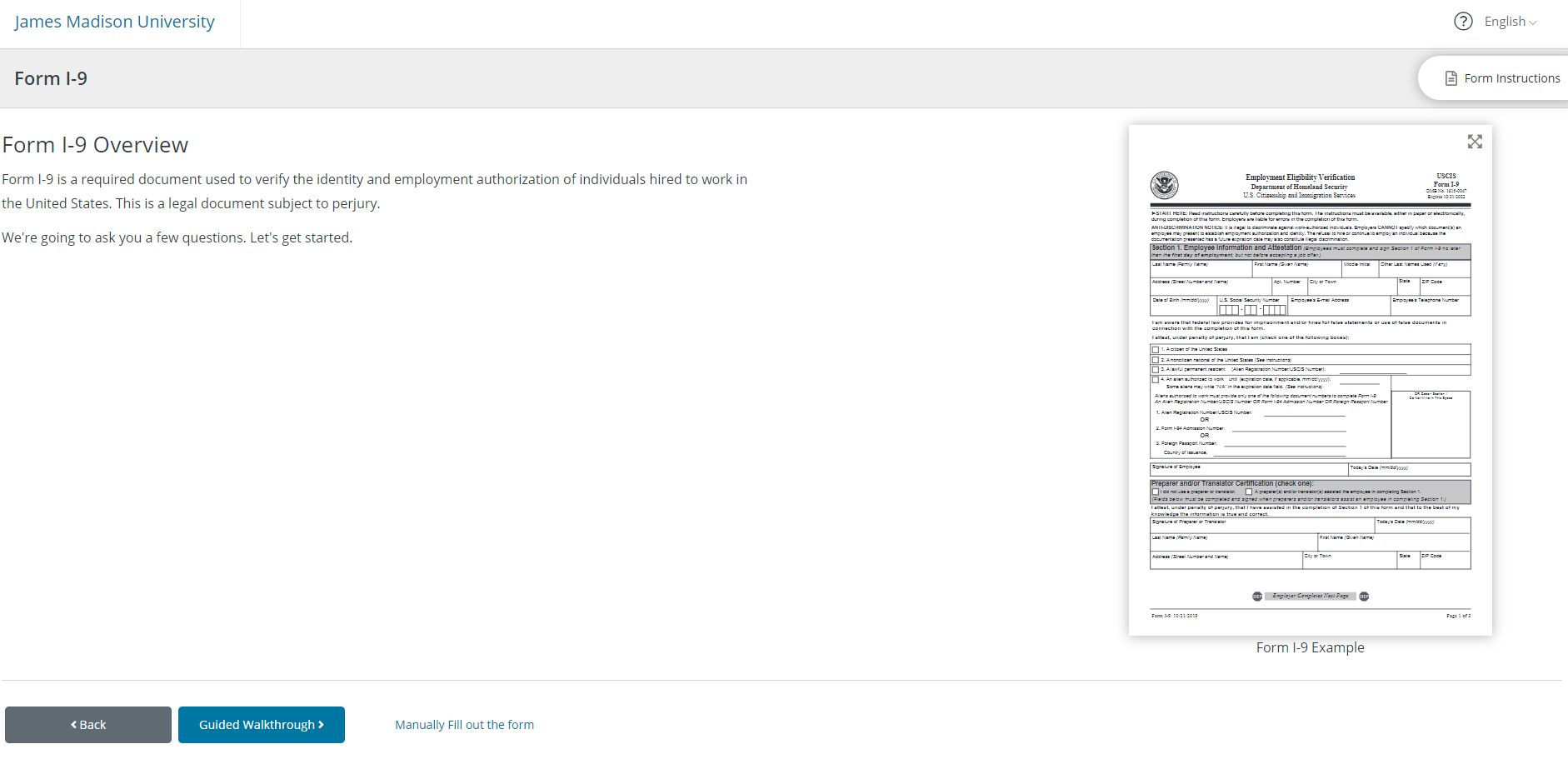
Enter intended start date

Step 5:



Enter personal information, click “Continue”

Step 6:

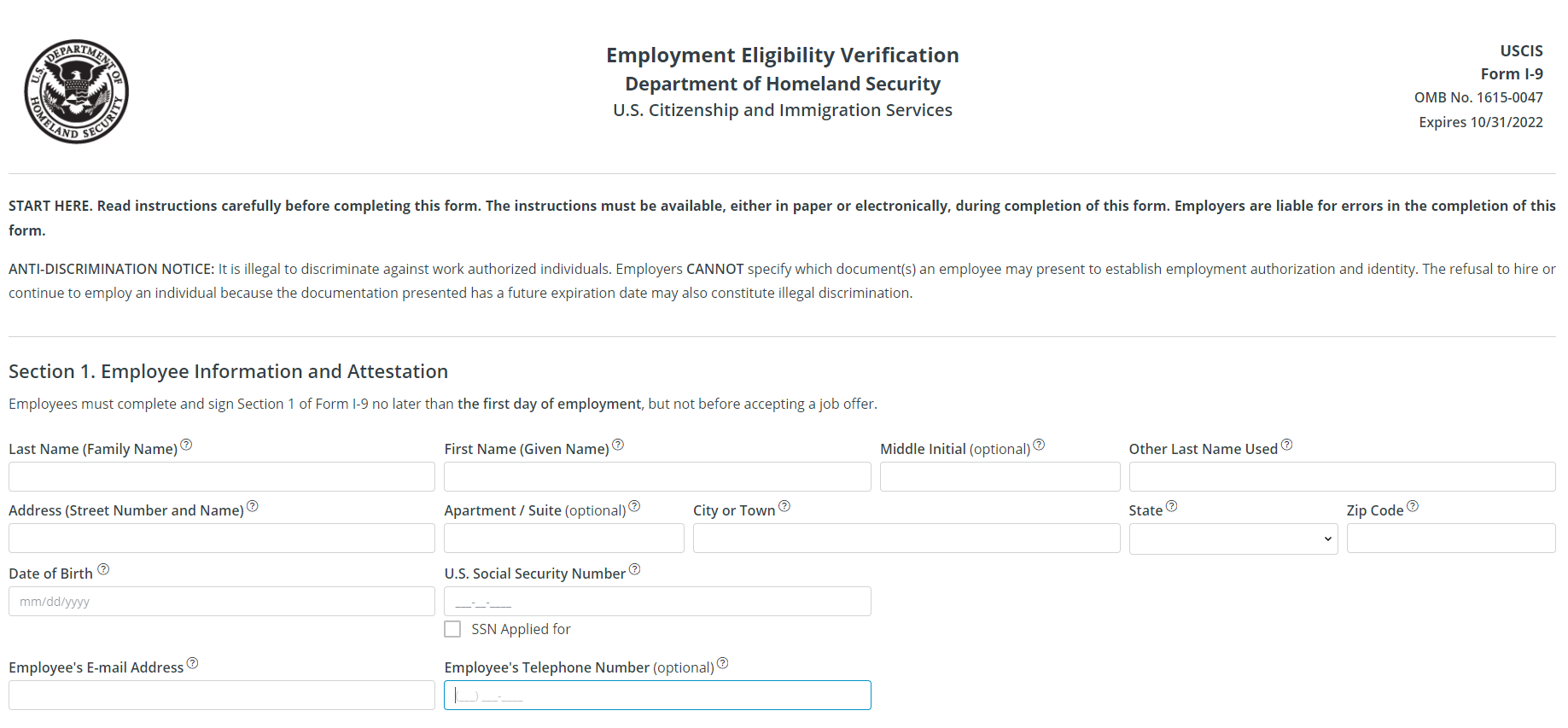


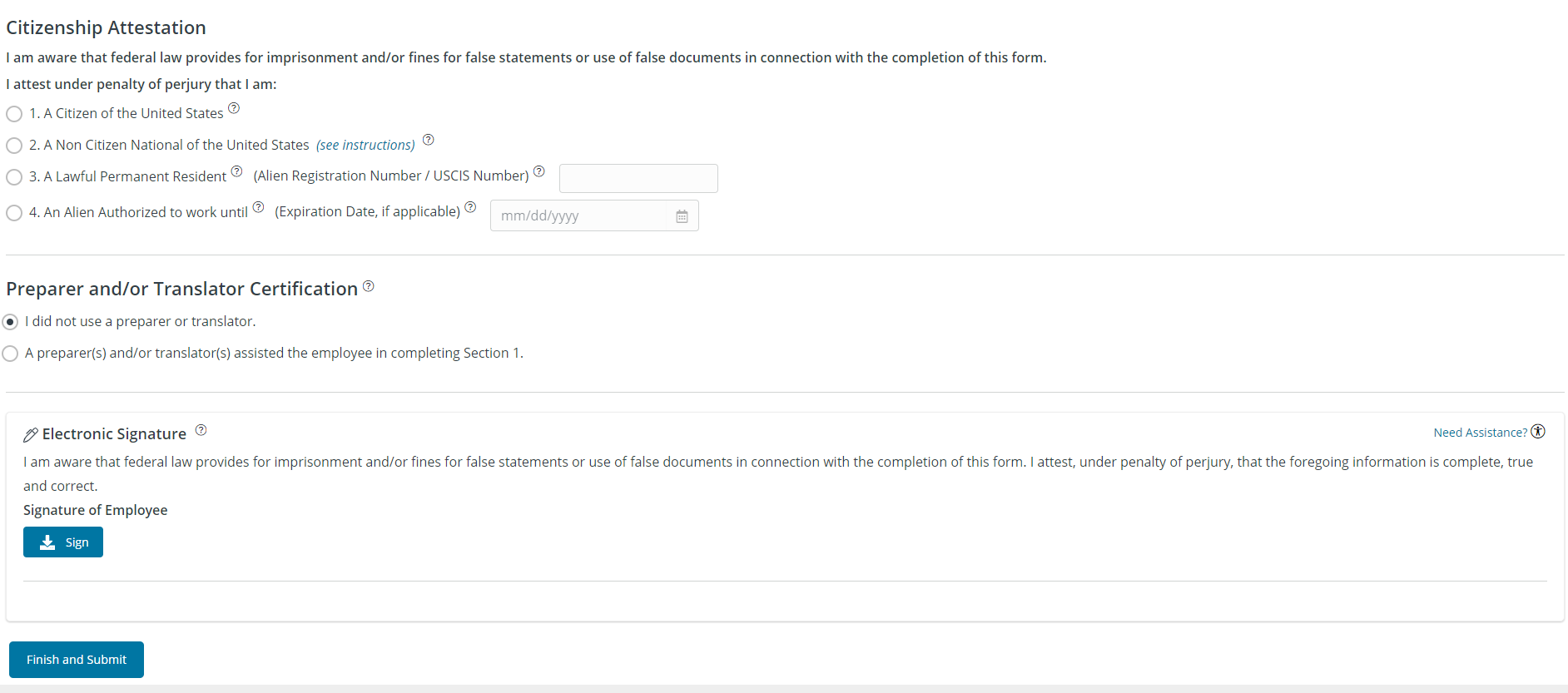
Read information, click “Manually fill out the form”

**OR**

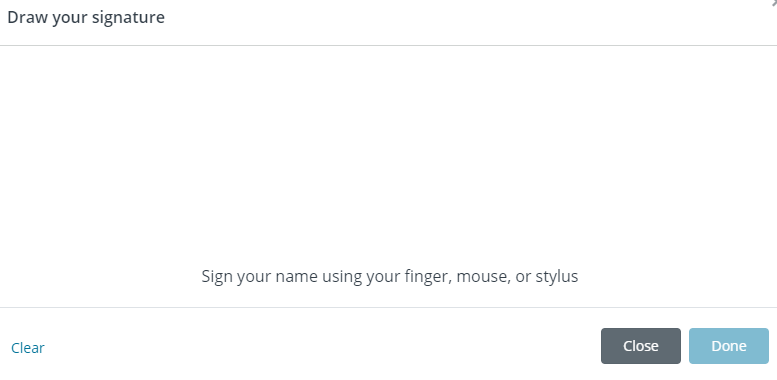
Click on Guided Walkthrough if you wish for the system to take you through each box of section 1

Step 7: Manually fill out the form – selected





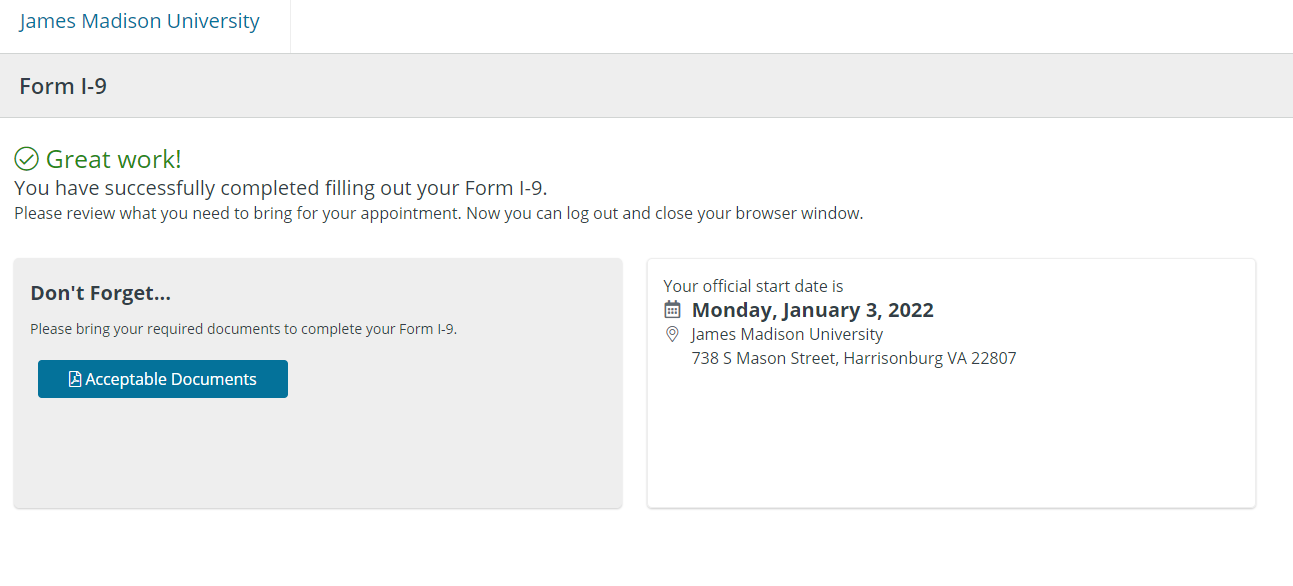
Complete, review, edit any errors, click “Sign”



Sign and click “Done”

Click “Finish and Submit”

Step 8:



Click “Acceptable Documents” to view what documents the student will need to bring to the Section 2 appointment with Student Employment.

Section 1 of the I9 form is complete!

**An email from** [**studentjob@jmu.edu**](mailto:studentjob@jmu.edu) **will be sent to the student with instructions on next steps to complete Section 2 of the I9 form.**