



HigherEd

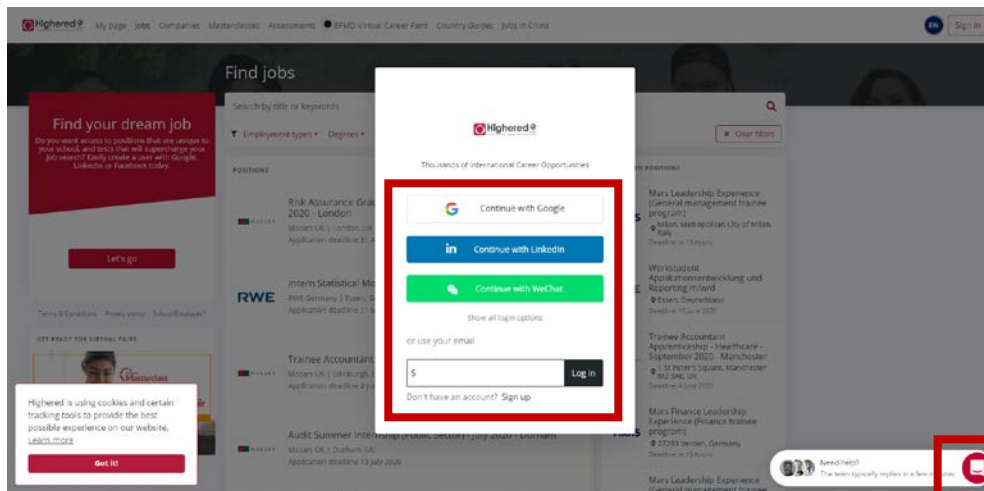
VIRTUAL RECRUITMENT



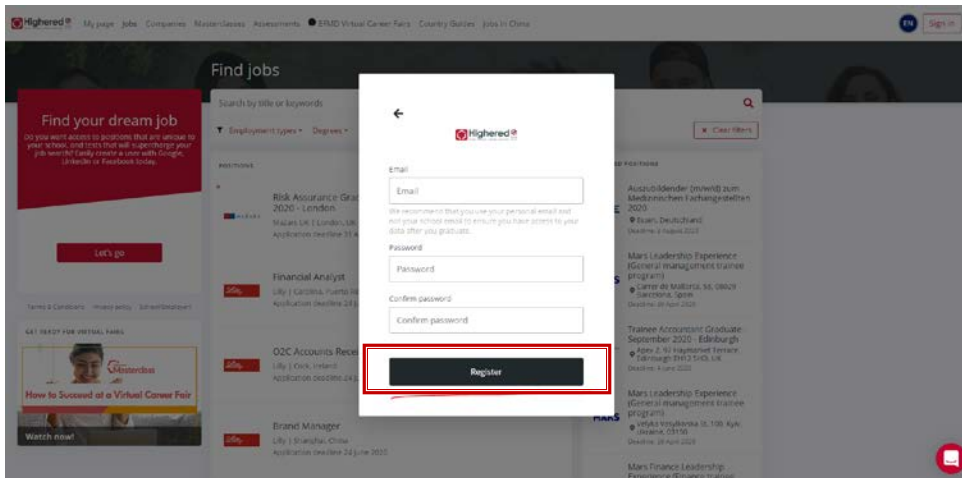
New User Login Instructions for UC Business School students and alumni

Follow the steps to setup your account:

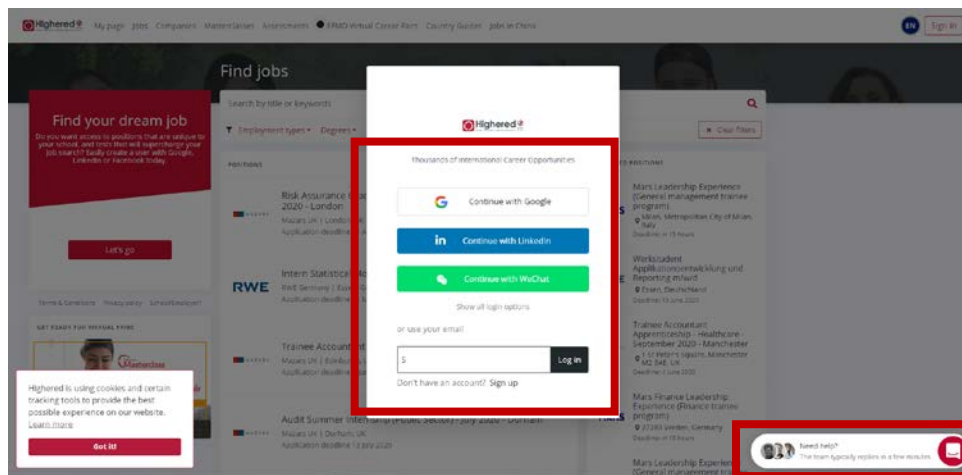
1. Open browser, go to: <https://canterburybs.gethighered.global/>
2. If you have never used the GetHigherEd.global platform before, you will need to create a user.
3. You have two options to create a user. You can either connect it to your personal Google, LinkedIn or other social media accounts by clicking “Continue with ...”. This will allow for a seamless login process later and ensure you have access to the resources even after you graduate. If you prefer to use an email address (such as your student email) and a password to log in, click “Sign up” at the bottom.



4. If you decide to use a social media or Google account, follow the instructions to connect your desired account, then move to step 6. If you decide to register by clicking “**Sign up**”, input your email and create your password in the form that shows up – then click “Register”.

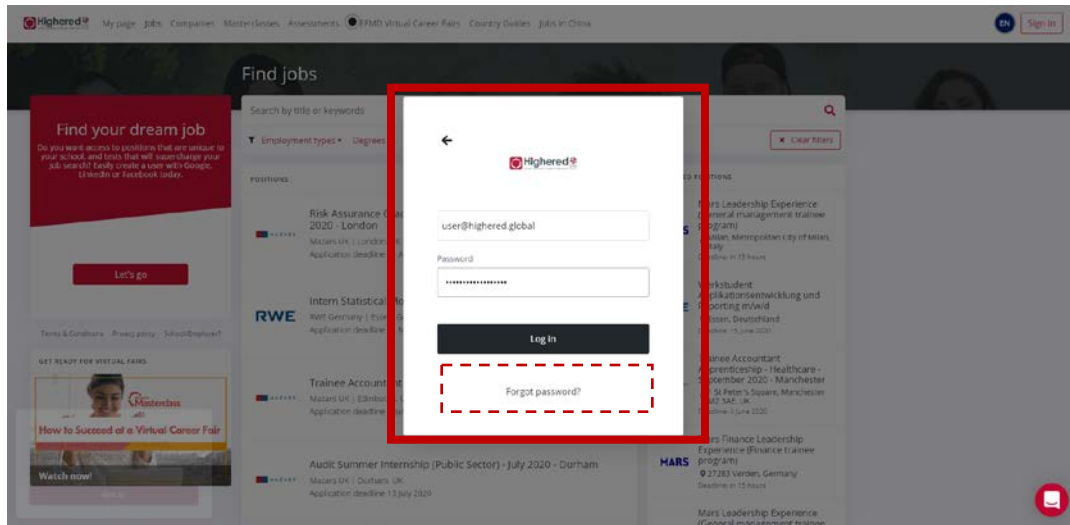


5. After clicking “Register”, you will receive an email at the address you provided asking you to confirm that you are the owner of the address. Please do this before continuing.
6. **Your account is registered and active** – to log in, please continue using the method you initially used to create your account. This means that if you created your account using the Google button, you need to continue logging in with that, and use the same Google account. If you created your account by submitting an email and creating a password, type this email and click “Log in”.

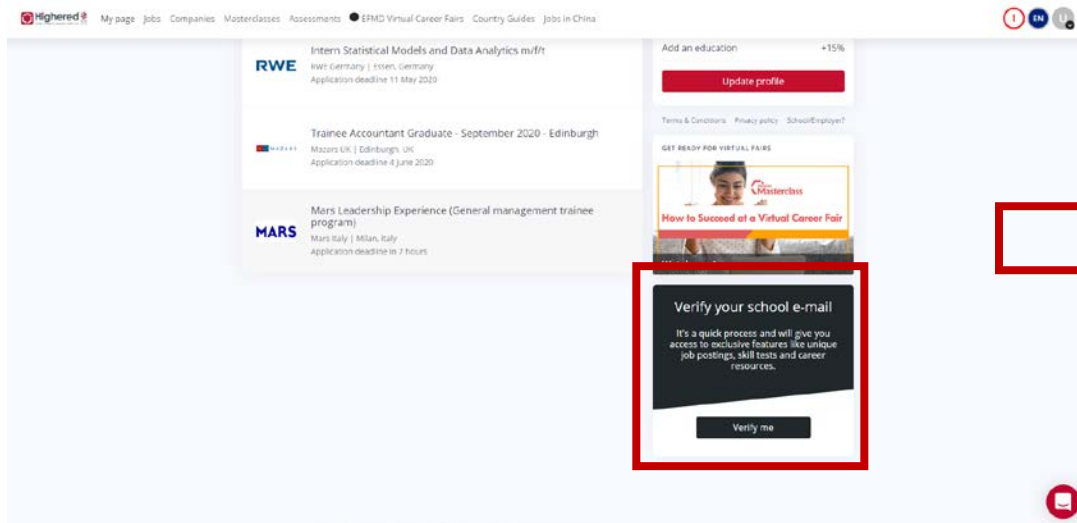


- 6a. For non-social media accounts, provide your email and password and click “Log in”. If you have forgotten your password, you can click “Forgot password?” to create a new one.

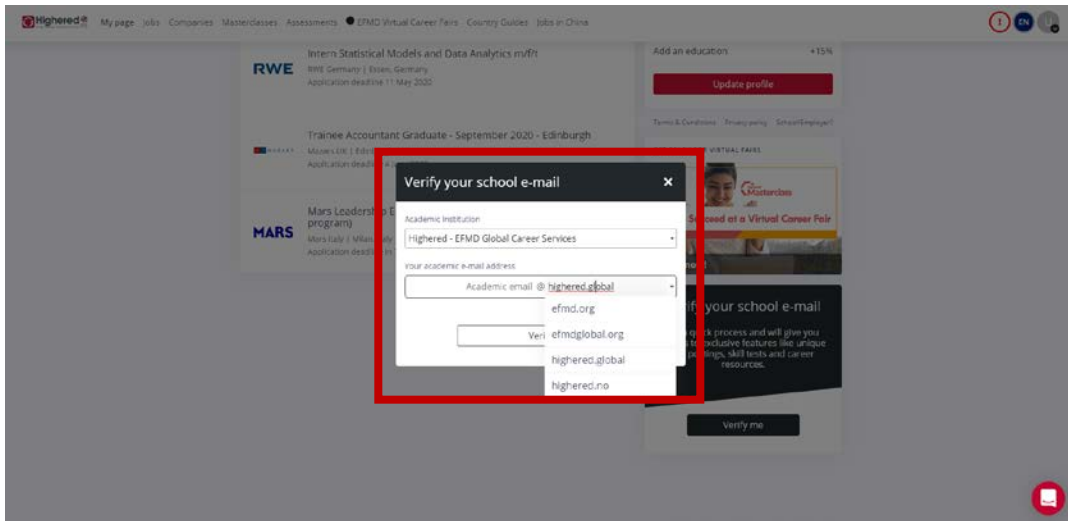
NOTE: If you created your user with a social media account, it is possible to set a password. This can be done by clicking “forgot password” and then submitting the email connected to the social media account you used. This password can then be used to log in with as if you created your account using the signup button. If you want to post a position or you are a career admin, you must have a password to log in to the admin area.



7. **Verify your student/alumni status** – Your account is now active, and you are logged in, but your functionality is very limited. In order to apply to positions and get access to resources such as Masterclasses, Career Assessments and Virtual Events, **you need to verify that you are a student/alum of UC Business School**. So, please make sure to verify by clicking the red icon at the top right hand corner, or one of the prompts on the site. You will also be asked to “Verify your school e-mail” if you attempt to access a restricted area.



8. Follow the simple verification steps, ensuring to select the **right school and email domain by using the dropdowns**. If you use an invalid email address, you will not receive the verification email, and you will have to cancel the verification and try again.



9. If you are a UC Business School graduate who no longer has access to your UC email, **please email businessinternational@canterbury.ac.nz to request access.**

10. To get access to the complimentary career assessment in the “Assessments” tab you will have to complete your profile first. This will also ensure you don’t miss out on relevant opportunities we share with our network from time to time.

11. **If you wish to participate in a Virtual Event** – Log in to UC Business School’s GetHigherEd.global platform and you will see the “Virtual Events” tab, where you will see the event programming. To confirm attendance, simply select the event of your interest and then “Confirm your interest”. We will then reach out to you with any relevant information in advance of the event.

