Request Access to JobX

(For Part Time Non-Students)

1. Please click the link below to access the JobX login page. https://utrgv.studentemployment.ngwebsolutions.com/utrgv_standardlogin.aspx

2. Click on the **Home icon** on the top left corner to access the home page.

Employees ·   Supervisors and Administrators ·

Attention!

You are required to log-in to use the system. Enter your username (email address) and password.
By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please Log In!

Email Address

Password

Login

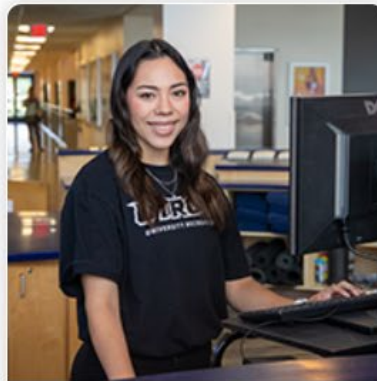Forgot Password?   Employer – Create Account Request

3. Click on the **Non-Student Applicants** tile.

Welcome to UTRGV's Student Employment Portal

Applicants & Student Employees
- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
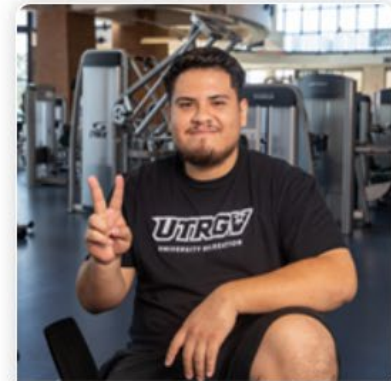- Enter time and submit your timesheets

Non-Student Applicants
- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.

On-Campus Employers
- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents.

Off-Campus Employers
- Create and post jobs
- Review applications
- Non-profit community service agencies may submit an 'Interest Form' to participate in UTRGV Work Study Program

4. Click on Create a Non Student Account link and fill out the form.

New Account Registration

Please complete all of the information below. Thank you.

Please enter your information below to establish a new non-student account.

First Name *

Middle Name

Last Name *

Street 1 *

Street 2

City *

State *

Zip Code *

Phone *

Email Address for JobX *
Email address used for JobX including applications

Confirm Email Address for JobX *
This email should match the email above.

This must be verified prior to submitting the form

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

5. Once the form has been submitted, you will receive an email to confirm your account and create a password.

For more information or assistance, please contact studentemployment@utrgv.edu.