


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](#)

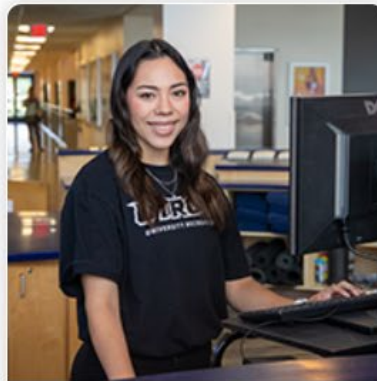
3. Click on the **Non-Student Applicants** tile.

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



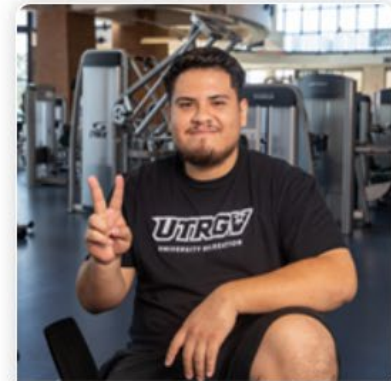
Non-Student Applicants ←

- 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.

Employees - Supervisors and Administrators -

 Search for a job or sign up for e-mail notifications about positions that interest you.

Non-Students Applicants

<p>Information</p> <p>About Us <i>Part Time employment available if not considered student at UTRGV. If you are a student, please refer to Applicants and Student Employees tab to search for on campus jobs". Student Employment . UTRGV</i></p> <p>Eligibility, qualifications, and options for student employment Click the above link to learn more about employment eligibility, qualifications, and options for non-students.</p> <p>Hiring Process To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring.</p>	<p>Onboarding</p> <p>Criminal Background Check (CBC) Click the link above to complete your criminal background check.</p> <p>I-9 Verification Step 1: Complete the application. Step 2: Present original and unexpired documents for I-9 Employment Eligibility Verification purposes to the Office of Human Resources. (Campus Map).</p> <p>Acceptable Documents for I-9</p> <p>Biographical Form (Link) – only if new hire with UTRGV</p> <p>Forms Click here to review the forms and information required to begin work.</p>	<p>Additional Links</p> <p>FAQs</p> <p>Training Guides and Resources UTRGV</p> <p>Tutorials/ Guides Guides and Resources UTRGV</p>	<p>Site Links</p> <p>Create a Non-Student Account </p> <p>Click above if you are not a Student who needs an account to apply for a job.</p> <p>Login to Site Click here to log in and then click the 'Employees' menu to review your recently applied jobs, update your JobMail Subscription, and access your timesheet.</p> <p>Find a Job Conduct either quick or advanced searches for available jobs. Submit an online job application.</p>
--	---	--	---


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 *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Street 1 *	<input type="text"/>
Street 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/>
Phone *	<input type="text"/>
Email Address for JobX * <small>Email address used for JobX including applications</small>	<input type="text"/>
Confirm Email Address for JobX * <small>This email should match the email above.</small>	<input type="text"/>

This must be verified prior to submitting the form

I'm not a robot  [Privacy](#) - [Terms](#)



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.