University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
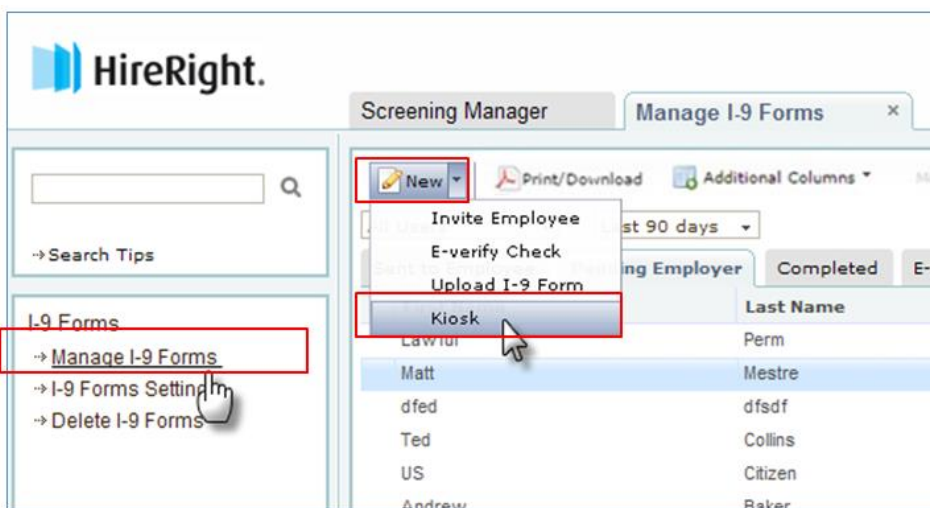
EMPLOYEE SERVICES

HireRight: Step-by-Step Guide

Creating a Form I-9 Link on a Kiosk Desktop

When an employee has limited access to the internet, or you have large groups of employees needing to complete a Form I-9, you can provide a desktop link at an alternate computer (kiosk) for employees to access and fill out the form. In these cases, you will need to copy and paste the link to a desktop computer.
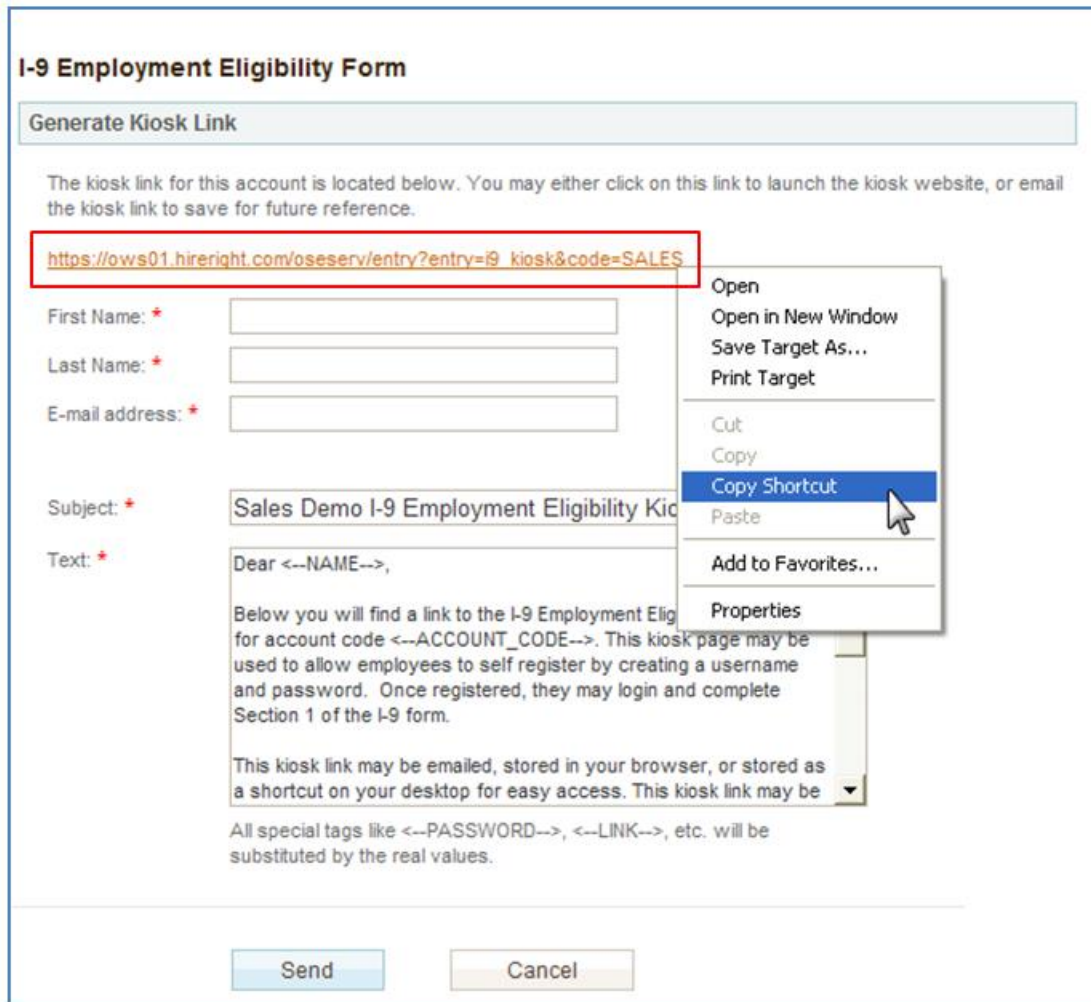
To create a desktop link:

1. Log in to your account and click **I-9 Forms**, then **Manage I-9 Forms** from the left-side navigation menu.

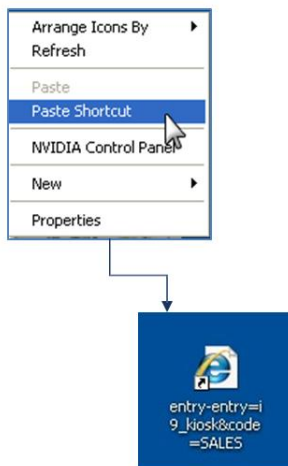2. From the **New** drop-down menu, select **Kiosk**.

The Generate Kiosk Link form is displayed.

3. Right-click the web address (URL).

4. Select **Copy Shortcut**.

5. From your desktop, right-click any blank area and click **Paste Shortcut**. The shortcut is added.

When applicants click the shortcut, they will go to the I-9 Employment Eligibility Registration page.