Logging In – New Employees

Welcome to the new Job Requisition System. This is a tool to facilitate the creation of Research Assistant positions for graduate students. The requisition is started by the originator – this is a departmental administrator or a grant holder – and it will pass through multiple layers of approval before it is sent off to the employee to be accepted. To log in from the main Carleton website, you can select Central. Alternately, type Carleton.ca/central into the search bar.

Here, you can log in using your MC1 username and password or your Carleton ID and PIN. Once you’ve typed in your credentials, select ‘Login’. On the Carleton main page, you will see a tab labeled ‘Human Resources Services’ – click here.

For more information on the system, please view our other videos. For further assistance, please contact humanresources@carleton.ca