



## Viewing Your Letter of Intent from Iowa State University

Congratulations on formally receiving an employment offer from Iowa State University. The letter of intent is a formal agreement between you and Iowa State University. Use the instructions below to view and accept/decline your letter of intent.

**Note:** *You will need your social security number to continue.* If you do not currently have a social security number, please see **INDEX: Obtaining a Temporary Social Security Number** below.

1. Receive an email containing your **Confirmation Number**
2. Navigate to **accessplus.iastate.edu**
3. Change the **login method** to Confirmation Number

Welcome to  
**ACCESSPLUS**  
About | Demo | FAQ | Contact

Login Method: Confirmation Number Login\_Method?

Confirmation Number:

Continue

4. Enter **Confirmation Number**, found in the email you received
5. Click Continue
6. Enter the Posting Number in which you applied to  
**Note:** If you are unaware of your posting number, please see **INDEX: Finding Your Posting Number** below.
7. Click Continue
8. Enter **Social Security Number** once, then again to confirm.
9. Click Submit
10. Create a new password, enter again to confirm

Congratulations, you have successfully created an AccessPlus account.

**Important:** Please write down your University Identification Number (UID), as you will need to log in to view your letter of intent.

Next, Log into AccessPlus with your newly created account to accept/decline the offer.

1. Log into **AccessPlus.iastate.edu** with your **UID** and **password**
2. Complete your **security questions** (or choose to complete later)
3. Click on the red message titled **Letter of Intent Sign Off**
4. Click the **Letter of Intent** link



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Here, you will see your **official offer** from Iowa State University. Be sure to:

- ✓ Verify each field is correct including start date and salary
- ✓ Read through the Special Conditions for this position (if applicable)
- ✓ View any attachments
- ✓ Contact the listed contact on the Letter of Intent with questions or concerns

5. Take action:

Action taken	What to Expect
<b>Accept</b> the Offer	Congratulations! After clicking accept, you have formally accepted employment at Iowa State University! You will soon receive email communications from University Human Resources regarding your new employment at Iowa State University.
<b>Decline</b> the Offer	A message will appear at the top of the page confirming this action. If you clicked decline in error, please communicate with the contact listed on your letter of intent.

To save this for your records, right click this screen and click print.

### Index: Finding Your Posting Number

You will need your posting number to log into AccessPlus to view your offer. To find your posting number, follow the steps below:

1. Navigate to [www.iastatejobs.com](http://www.iastatejobs.com)
2. Click Login
3. Enter your username and password
4. Click Submit
5. Open Your Applications
6. View your posting number

### Index: Obtaining a Temporary Social Security Number

To obtain a temporary social security number, please contact the University Human Resource Service Center:

**UHR Service Center**

3810 Beardshear Hall

8:00 a.m. to 5:00 p.m.

9:00 a.m. to 5:00 p.m. on Wednesdays

**Phone:** 515-294-4800 or 877-477-7485

**Email:** hrshelp@iastate.edu