

When requested to do so by your manager, please follow the link below to register for casual work:

[Casual Worker Registration Portal](#)

## Step 1: Register for an Account

**Aston University**  
BIRMINGHAM UK

**Applicant Options**

- > Home
- > Terms & Conditions
- > Login
- > **Register Here**

**Casual Worker Registration Portal**

Welcome to Aston University's portal for the registration of casual workers. This registration form should only be completed at the request of your line manager and not beforehand (current employees need not register).

To complete your registration, please use the 'Register' button below. If you experience any problems in doing so, please use the guidance that is located under the help section of the 'Applicant Navigation' or contact the HR Systems team at [hrcsystems@aston.ac.uk](mailto:hrcsystems@aston.ac.uk)

Please note that once your registration form has been submitted, you will be unable to make any further changes.

However, you are able to save and return to your registration form prior to submitting it, if you would like to make any amendments.

**Casual Worker Registration** **Register**

To register for casual work please click the **Register** button.

If you have previously registered using the portal, **do not** register again as we already hold all of your details on the system.

If you are registering on the portal for the first time, complete the following information:

**Register New User**

Forename \*

Surname \*

Email Address \*

Reenter Email Address \*

Password \*

Reenter Password \*

Tick to say you agree to the **Terms & Conditions** and then click '**Register**':

Reenter Password \*

By clicking on the checkbox you agree to the Terms & Conditions as outlined in the document \*

**Register**

This will then take you back to the main landing page where you can click on 'register':

**Aston University**  
BIRMINGHAM UK

Welcome Back Lily Bass

### Applicant Options

- Home
- My Account
- Application History
- Terms & Conditions
- Change Password
- Logout

### Casual Worker Registration Portal

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To complete your registration, please use the 'Register' button below. If you experience any problems in doing so, please use the guidance that is located under the help section of the 'Applicant Navigation' or contact the HR Systems team at [hssystem@aston.ac.uk](mailto:hssystem@aston.ac.uk)

Please note that once your registration form has been submitted, you will be unable to make any further changes.

However, you are able to save and return to your registration form prior to submitting it, if you would like to make any amendments.

**Casual Worker Registration** **Register**

To register for casual work please click the **Register** button.

You will now need to complete the sections of the registration form, starting with 'Personal Details'. Please complete all fields that are denoted with \*

### Personal Details

Casual Worker Registration

Title \* Mrs

Forename \* Lily

Surname \* Bass

Initials \* LB

Nationality \* British

Address 1 \* 123

Address 2 \* Test Lane

Address 3

Address 4

Address 5 United Kingdom

Country \* United Kingdom

Post Code \* B4 B4 7ET

Contact No. 01213042565

Email \* test30@aston.ac.uk

Back Save and Next

Click 'Save and Next'

# Casual Worker Registration Guidance

You will now need to complete the sections of the 'Equality Monitoring' page of the registration process. Please complete all fields that are denoted with \*

**Equality Monitoring**  
Casual Worker Registration

NI Number   
(Please leave blank where you do not currently have an NI Number)

Date of Birth (DD/MM/YYYY) \*

Gender \*

Ethnic Origin \*

Disabled \*

Disability 1

Disability 2

Religion \*

Sexual Orientation \*

Click 'Save and Next'

Please now complete the details of your casual work which should include the name of the 'Recruiting Manager' and also the 'Work undertaking'. The recruiting manager will provide you with a **specific Recruitment ID** which you should enter here. This will allow us to match you to correct vacancy".

**Casual Work Details**  
Casual Worker Registration

Recruiting Manager	Work Undertaking	Recruitment ID
No Casual Work Details found		

Casual Work Details

Please detail the recruiting manager and the work you will be undertaking

Recruiting Manager \*

Work Undertaking \*

Recruitment ID \*

Click 'Save and Next'

The final section you will need to complete is 'Bank Details', please ensure that these are completed accurately as these will be used for payments, if you have a non-UK bank account, you should still complete this section:

**Bank Details**  
Casual Worker Registration

Name of Bank	Branch Location	Sort Code	Account Number
No Bank Details found			

Bank Details  
Please provide your bank account details for which your salary will be paid

Name of Bank: Natwest  
Branch Location: test  
Sort Code: 231265  
Account Number: 12345678  
Roll No, if required: [ ]

Buttons: Back, Save and Next

Click 'Save and Next'

You now have the opportunity to review your registration form, if you are happy with the information, scroll to the bottom of the page, click to say you agree to the **Terms & Conditions** and then click 'Apply'

By clicking on the checkbox you agree to the Terms & Conditions as outlined in the document

Buttons: Apply, Back, Save For Later

If you would like to review your application at a later date and submit, click 'Save for Later'

Once applied, you will be taken to the following screen:

Aston University  
BIRMINGHAM UK

Welcome Back Lily Bass

**Applicant Options**

- > Home
- > My Account
- > Application History
- > Terms & Conditions
- > Change Password
- > Logout

**Application Successful**

Your application has been successfully submitted. You can no longer edit the details for this competition. Click on the search link for further competitions

**The final step you need to complete is a right to work check – please complete this with your line manager prior to your start date. If you would prefer to carry out your right to work check with a member of the HR team, please book an appointment to do so via the following link:**

<https://outlook.office365.com/owa/calendar/HRHelpdesk@live.aston.ac.uk/bookings/>