

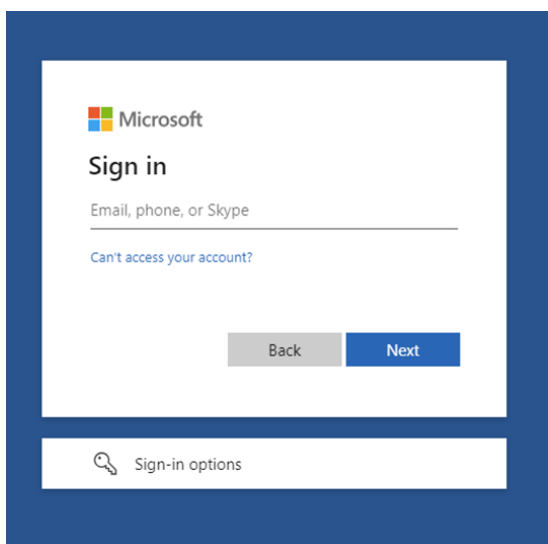


# Accepting your George Brown College Offer and Terms

Navigate to Cornerstone:

Access [My Jobs](#) directly or [log-in](#) and navigate using the instructions below:

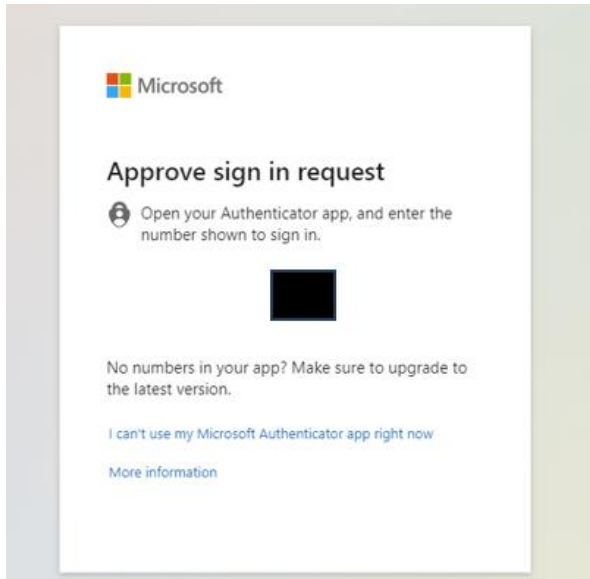
1. Enter your **Employee ID@georgebrown.ca** and click **"Next"**:



2. Enter your GBC/Single Sign On (SSO) password and click **"Sign In"**:

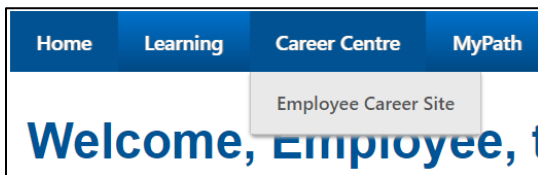


3. Multi-Factor Authentication (MFA) **may** be requested at this step:



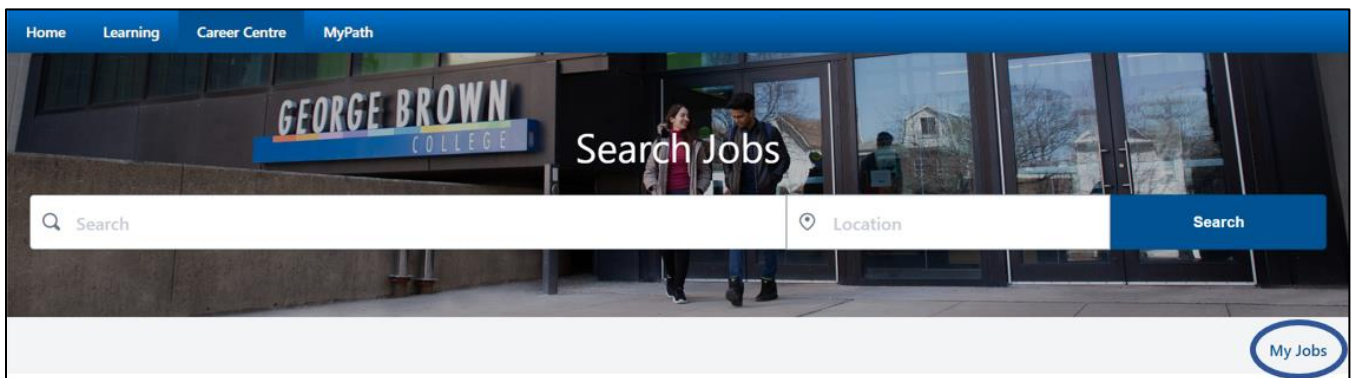
**Once logged in:**

4. Hover over "Career Centre."
5. Select "Employee Career Site" from the drop-down menu.



**Once in the "Employee Career Site":**

6. Click on "My Jobs":



7. Under “My Tasks”, click “Launch” next to your Pending offer letter:

My Tasks

Pending

**Part-time Prof or Instructor-Not paid intersession**

Position :                      Req ID :                      Date Assigned :

**Launch**

8. Open Offer by clicking on offer letter title. Read offer and terms and open and review any additional attachment:

**Part-time Prof or Instructor-Not paid intersession**

**Offer Letter:**

[Part-time Prof or Instructor-Not paid intersession](#) → Offer

**Additional Attachments:**

None → Attachments

9. From the Decision drop down menu, select “Accepted” to accept offer and click “Sign”:

**Part-time Prof or Instructor-Not paid intersession** ×

**Instructions:**

**Offer Letter:**

[Part-time Prof or Instructor-Not paid intersession](#)

**Additional Attachments:**

None

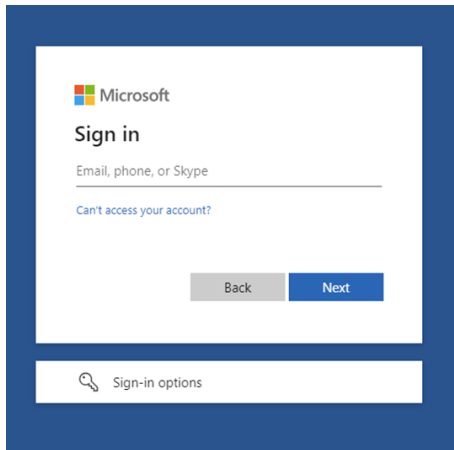
**Response:**

**Decision:**  Via Electronic Signature

**Message:** By signing your offer letter electronically, you agree to the terms of your employment with George Brown College.

**Sign**

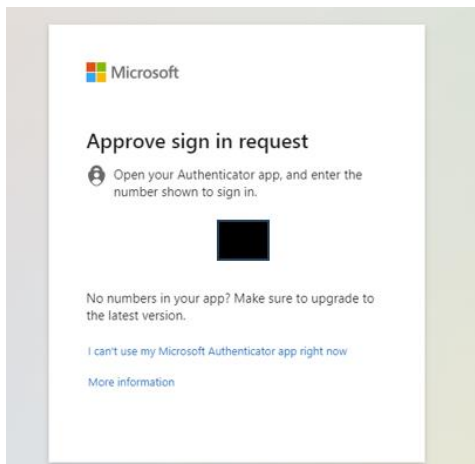
10. Enter your Employee ID@georgebrown.ca and click "Next":



11. Enter your GBC/Single Sign On (SSO) password and click "Sign In" to authenticate:



12. Multi-Factor Authentication (MFA) **may** be requested at this step to complete authentication:



If you have successfully accepted your offer, it no longer appears as a pending task:

**My Tasks**

Pending

You do not have any pending tasks

If you select “Completed” from the drop-down menu under “My Tasks”, you can view the accepted offer. If you would like to view or download a copy of your signed offer letter, please click “View Details”:

**My Tasks**

Completed

**Part-time Prof or Instructor-Not paid intersession**

Position :                      Req ID :                      Date Assigned :                      Date Completed :

[View Details](#)