



Lakehead  
UNIVERSITY

Office of  
Student Awards  
and Financial Aid

### MySuccess - Employer vs Staff/Faculty Username Creation

**Employer Login Credentials** – Use the “Employer” login if you want to use a generic Lakehead email address so that more than one person has access or if different people post each year for a reoccurring position. An example of a generic username is one that is already created for your office (i.e. [dept.name@lakeheadu.ca](mailto:dept.name@lakeheadu.ca)). This keeps the history of past postings no matter who in the office is posting, allowing the use the “re-post” function.

**Staff/Faculty Credentials** – Use the Staff/Faculty login if you will be the only one posting the job at any time. This login is not transferrable to another person because it is tied to your personal login credentials.

For more information, please contact the Student Success Centre at [admin.ssc@lakeheadu.ca](mailto:admin.ssc@lakeheadu.ca).