College Central Network Registration Instructions

NEED A JOB? LOOKING FOR AN INTERNSHIP?
REGISTER FOR COLLEGE CENTRAL NETWORK!

REGISTRATION INSTRUCTIONS

All students and alumni are eligible to use the Clarke University online job board. Follow these simple steps to get started:

STUDENTS:

- All Students have been pre-registered to use our CCN services. All you need to do is Activate your account to complete the registration process.
- Go to: https://www.collegecentral.com/Clarke/ and click the Students button. Click the Pre-registered? Activate your account! In the log in box.
- Enter your Clarke user ID (first name_last name), and your Clarke email address.
- Enter a password; choose one you will remember.
- Complete the rest of the registration screens. Employers will search this information to choose appropriate candidates, so be as thorough as possible.
- Be sure to select the degree and major that you are pursuing so that the Job Agent can notify you of jobs posted to your school that match your interests.
- An email will be sent to you marked Approved.
- If you do not receive an approval email within 2 business days, or if you need help with activating your account please contact Career Services at: 563-588-6302 or careerservices@clarke.edu.

ALUMNI:

Do you have an existing Student account? If so, please change your status from Student to Alumnus/a. It’s easy to transfer your user account to Alumni Central and continue to utilize College Central Network! On the Student Central home page go to Transfer My User Account and change the account status. Alumni who are new to CCN, please register for services following the instructions below.

- Go to: www.collegecentral.com/clarke
- Click the Alumni icon and then click on Create an Account.
- Create an Access ID (must be unique) and a Password that you will remember, then continue registration.
- Complete all requested information on the registration form.

JOB SEARCH

- Go to: www.collegecentral.com/clarke.
- Click the Students or Alumni icon and then click on sign in.
• Enter your Access ID (students use your Clarke user name log in), Enter your password and click go.
  o Select **Search for Jobs/Opportunities Posted to My School**, enter criteria specific to the type of opportunity you are seeking, such as major, location, or job types. Then **Begin Search**.
  o Search over 500,000 jobs nationally.
  o Search over 25,000 internships nationally.

**RESUME & PORTFOLIO**

• You can upload or build your résumé for employers to view.
• You can also build a portfolio showing examples of your work and talent.

**PODCASTS & ARTICLES**

• Listen to over 50 free career advice podcasts.
• Watch career related videos posted to the video career library