

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.
 - 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**.
 - Search over 500, 000 jobs nationally.
 - 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