

## **Instructions For Alumni Using College Central Network:**

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 new to CCN, please register for services following the instructions below.

- At the URL line type [www.collegecentral.com/clarke](http://www.collegecentral.com/clarke)
- Click the Alumni icon; then Create Account
- Choose a unique ID and Password that you will remember; confirm your password
- Click "Continue Registration"

### REGISTRATION ENTRY

Enter all demographic information. Fields with an (\*) asterisk are required...(name, current address, phone). Answer questions about where you want to work and the kinds of jobs that interest you. Employers will search this information, as well as the degrees you are obtaining. Be as thorough and complete as possible.

### RESUME ENTRY

From your homepage, click Upload a Resume. You should have a resume completed on disk at this time to upload. Browse the file, select it, then click Upload your resume.

### JOB SEARCH

From your homepage, click Search for Jobs Posted to My School, enter criteria specific to the type of job you are looking for on the search form, click Begin Search... You may also Search for Jobs in CCN's Jobs Central, our national job database.

When conducting a job search using CCN, be aware that by selecting several search criteria, such as Degree, Area of Interest, FT/PT jobs, etc., you are narrowing your search. It is a good idea to conduct a focused search, but you may also want to try searching different criteria. To view all jobs posted, leave all the search fields blank.

Congratulations! You now know how to navigate through College Central Network