College Central Network℠

www.collegecentral.com/westkentucky

STUDENT and ALUMNI REGISTRATION & ACCESS INSTRUCTIONS

All Students and Alumni are eligible to use the **West Kentucky Community & Technical College** online job board after completing the following registration process through a site that has been specially designed for the career center by College Central Network. Follow these simple steps:

- Go to: **www.collegecentral.com/westkentucky**
- Select either the **Student or Alumni** icon, and read the instructions on the next page.
- Go to the **Register Now** link.
- Enter **West Kentucky Community & Technical College (**if it's not already pre-filled).
- Create a **unique ID** and a **Pass word** that you will remember. Confirm your pass word.
- Then **Continue Registration**.

REGISTRATION ENTRY

- Enter all demographic information. Fields with an asterisk (*), including email, are required. Answer questions about where you want to work, the kinds of jobs that interest you, and your education. Employers will search this information to choose appropriate candidates so answer all fields being as complete as possible.

JOB SEARCH

- Go to your homepage. You may search for jobs without uploading a resume but know that employers cannot find you if you do not have a resume in the system.

- From your homepage, select **Search for Jobs Posted to My School,** enter criteria specific to the type of job you are seeking, and then **Begin** Search. You may also **Search for Jobs in CCN's Jobs Central**, our national jobs database.

When conducting a job search using CCN, be aware that by selecting several search criteria, such as Major, Job Targets, 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.

- To monitor your job search, select **View My Job Search History** from your homepage.

RESUME ENTRY

- From your homepage, select **Upload a Resume** and follow the instructions. You should have a resume completed at this time to upload. Acceptable formats are listed. If you do not upload a resume, employers will not be able to contact you.

- When a new resume is uploaded it takes the place of the current resume.

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

From now on you can visit the Website at anytime, twenty-four hours a day, seven days a week, to search for jobs.   After selecting the appropriate icon from the homepage, select **Student or Alumni Central** on the next screen. Verify your pre-filled school name and enter your Access ID and Pass word.