www.collegecentral.com/calu
STUDENT & ALUMNI REGISTRATION INSTRUCTIONS

All Students and Alumni are eligible to use the **College Central Network** online job board after completing the following registration process through a site that has been specially designed for the **California University of Pennsylvania** career center. Follow these simple steps:

- Go to your school's Career Center URL: **www.collegecentral.com/calu**
- Click the **Student** or **Alumni** Icon; then **Register Now.**
- Enter **California University of Pennsylvania (**if it's not already pre-filled), create your own **unique ID** and a **Password** that you will remember; Confirm your **password**.
- Click "**Continue Registration**"

Now you will be asked to complete the **REGISTRATION** form to search for Jobs. You may upload a **RESUME** at a later date**.**

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.

From now on you can visit your school's page: **www.collegecentral.com/calu** at anytime, Twenty-four hours a day, Seven days a week, Three hundred and sixty-five days a year.

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