www.collegecentral.com/cup

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/cup
• 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.

MENTOR SEARCH

• From your homepage, click Search for Mentors, then enter the password: vulcan. Enter criteria specific to the type of job you are looking for on the search form, click Begin Search. To view a list of all mentors, leave the search form blank and just click on “Begin Search”.

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

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