

www.collegecentral.com/nashuacc STUDENT REGISTRATION INSTRUCTIONS

All students are eligible to use the **Nashua Community College** online job board after completing the following registration process through a site that has been specially designed by College Central Network. Follow these simple steps:

- Go to: **www.collegecentral.com/nashuacc**
- Select the **Student** icon, and read the information and announcements on the next screen.
- Go to **Sign In**.
- Go to the "**Forgot your Password?**" link next to the Password field.
- Enter your school email address
- Click the Find Registration button, enter a password that you want to use and then press the Submit button. You will then be at your personal account page.
- Complete the registration form. Once you have submitted the form, you will be able to access the services.

REGISTRATION ENTRY

- Employers will search on the registration information to choose appropriate candidates, so be as thorough as possible in completing the registration information. A resume must be uploaded for an employer to be able to find your information when they search.

JOB SEARCH

- From your homepage, select **Search for Jobs/Opportunities 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, and search for internships via **Intern Central**.

Note: When conducting a job search using CCN, be aware that by selecting several search criteria you are narrowing your search. It is a good idea to conduct a focused search, but also try searching different criteria.

- To monitor your job search, select **View My Job Search History**.
- Complete the **Report Offers/Hires** when you are offered a job.
- Review the **Career Document and Media Libraries** to get additional job search and career development tips via documents, podcasts, and videos. Read the **Headlines** for more info.

RESUME ENTRY

- On your homepage, select **Upload a Resume** or **Build a Resume** and follow the instructions. If you do not upload a resume, employers will not be able to find you when they search for candidates and you may miss out on great opportunities.

CREATE A PORTFOLIO

- Build a portfolio to show prospective employers samples of your work and achievements and to get an edge on the competition.
- Include examples of items highlighted on your resume.

You can **visit the CCN site at anytime, 24/7**. To login, after selecting the **Student** icon from the homepage, select **Sign In** on the next screen. Enter your **Access ID** and **Password**. If needed, go to "Forgot your Access ID" and it will be emailed to you, or "Forgot your Password", to reset your password.

Be sure to keep your information and resume up to date so employers will be searching accurate information and see your most current resume.