



# COLLEGE CENTRAL INSTRUCTIONS

## ALUMNI

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### CREATE AN ACCOUNT

1. Go to: [www.collegecentral.com/bellarmino](http://www.collegecentral.com/bellarmino)
  2. Select the **Alumni** icon, and read the information and announcements on the next page.
  3. Click **Create Account**.
  4. Create an Access ID and a password that you will remember, then **Continue Registration**.
  5. Complete all requested information on the registration form and click **Register**. Employers will search this information to choose appropriate candidates. You will receive notifications of jobs posted to your school that match your interests.
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### JOB/INTERNSHIP SEARCH

1. 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.
  2. To monitor your job search, select **View My Job Search History** from your homepage.
  3. Complete the **Report Offers/Hires** when you are offered a job or internship.
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### UPLOADING AND MANAGING YOUR RESUME

1. If you do not have a resume in the system, employers will not be able to find you when they search for candidates, and you may miss out on opportunities. **You must authorize employers to search for and view your resume.**
2. On your homepage, please select **Upload a Resume or Manage a Resume** and follow the instructions.
3. It is imperative to **keep your information updated** so employers are not seeing outdated info or find old resumes. Resumes that have not been updated in 18 months will be purged from the database.