



COLLEGE CENTRAL INSTRUCTIONS

STUDENTS



CREATE AN ACCOUNT

1. Go to: www.collegecentral.com/bellarmino
 2. Select the **Student** icon, and read the information and announcements on the next page.
 3. Click **Create Account**.
 4. Use your Student ID as your Access ID and create a password, then click **Continue Registration**.
 5. Complete all requested information on the registration form and click **Register**.
 6. 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 filters 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** under the Search for Jobs/Opportunities Posted to My School header.
 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 It is imperative to **keep your information updated** so employers are not seeing outdated info or find old resumes.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.