

IMPORTANT NOTE: If you are a current student—undergraduate or graduate, degree or non-degree, full-time or part-time—who was pre-registered for Fall 2009 classes, we have already created a CollegeCentral account for you. However, you must follow the “Logging in to Existing Account” instructions below, complete your personal profile and change your password to activate your account. If you are a late registrant or new student, or if your account has expired or you otherwise cannot access it, please follow the “Creating a New Account” instructions below. Contact Career Development if you have any questions or concerns about CollegeCentral.

Logging in to Existing Account

1. Go to www.collegecentral.com/bellarmino and click on the “Students” icon.
2. If you were pre-registered for Fall 2009 (see above), click on the “Log in at Student Central” link.
3. Enter “**Bellarmino University**” in the “Your School” field. Your Access ID is your **Bellarmino Student ID** number and “**careerdev**” is your Password the first time you log in. Press “Enter” or click “Go” to access your home page.
4. At the top of the screen, click the “Update My Registration” link, complete your profile and click the “Save Changes” button.
5. From your home page, click “Change My Password” to enter a password you will remember and to protect your privacy.

Creating a New Account

1. Go to www.collegecentral.com/bellarmino and click on the “Students” icon.
2. If you are creating a new account, click the “Register Now” link. Enter your **Bellarmino Student ID** as the Access ID and a Password you will remember (up to 10 letters, numbers and/or the underscore character).
3. Enter required Name and Contact Information, specify your Preferences and Qualifications and select your desired Email Authorization before clicking the “Submit Information” button.
4. When registration is complete, click on the “My Home Page” link at the bottom of the screen.

Online Career Services & Information

- [Search for Opportunities Posted](#) – Review jobs, internships and other positions listed directly on Bellarmine’s website.
- [Other Job Search Tools](#) – View and apply for opportunities matching your search criteria; sign up for on-campus interviews; report your job and internship offers and acceptances.
- [Search Active Jobs](#) – Access tens of thousands of local, regional and national opportunities gathered from various sources.
- [Manage My Resume](#) – Upload a resume, control who sees it and forward it to prospective employers.
- [Manage My Account](#) – Update your contact information, job search preferences, email authorization and password.
- [Career Mentoring Network](#) – Build or expand your professional network and benefit from the coaching of a mentor.
- [Announcements](#) – View special announcements and other important information posted by Career Development staff.
- [Upcoming Events & Programs](#) – Learn about and register for upcoming workshops, career fairs and other activities.
- [Career Document & Video Library](#) – Get helpful information and advice from Career Development and CareerTV.
- [Job Search Kit](#) – Learn to create effective resumes, write professional cover letters and prepare for successful interviews.

Other Career Development Resources

- [CareerPortal](#) – New and improved Bellarmine University Career Development website arriving in Fall 2009. Go to www.bellarmino.edu/careerdev for all your career assessment, exploration and planning needs.
- [OptimalResume](#) – Online suite of tools to create resumes, cover letters, electronic portfolios, video resumes, skills profiles and professional websites; also includes an interactive interview preparation module.
- [MyPlan](#) – New career assessment and information system for students and alumni; includes assessments of personality, interests, skills and values, as well as extensive information about careers, majors and educational opportunities.
- [TypeFocus](#) – Used primarily in Freshman Focus and other first-year activities, includes assessments of personality type and college success factors, as well as four detailed reports to help prepare you for achievement in college, career and life.
- [NACELink](#) – Free new resource for local, regional and national jobs and internships sponsored by the National Association of Colleges and Employers and the Direct Employers Association.