

# College Central Network: How to Get Started

APPLY NOW  
VISIT CAMPUS

CAREER SERVICES AT EMU

- Four-year Career Plan
- Appointments
- Testing Services
- No-Show and Cancellation Policy
- Résûmés & Cover Letters
- Job/Internship Search & Interview Prep
- Graduate School
- Employers
- Alumni
- Faculty/Staff
- Mission & Service Day
- About EMU's Career Services

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University Commons. Students may also email Career Services with questions.

- Off-campus and online students: Feel free to contact us by email or phone at 540-432-4131. Career Services offers online resources, phone consultations and document reviews via email.
- Register with Career Services via your CCN account

Employers: Post your open positions on CCNI Visit our Employer page for more information.

COLLEGE CENTRAL NETWORK  
TESTING  
RÉSÛMÉS AND CVS  
EMPLOYER INFORMATION

## Student Services



Please complete the following form.

**IMPORTANT:** Your school requires that you use the following specific value for your User ID:  
EMU Student ID

Remember your User ID and Password!

You will need them to sign in to update your registration information, upload your résumé, and search the job listings. New postings will be appearing every day, so you won't want to miss opportunities.

### User ID

User ID

### Password

Your Password must be 8-10 characters and must include at least:

- one upper case letter (A-Z)
- one lower case letter (a-z)
- one number (0-9), and
- one symbol (such as #!@#\$%^&\*+)

You must achieve a score >75% (green bar > Strong) in order to save your password.

Create a Password

Create a Password

Password strength:

Show Password

Re-enter Password

Re-enter Password

Continue

## Where to find the website

Visit [emu.edu/careers](http://emu.edu/careers) and scroll to the middle of the page. Here you will find a box labeled "College Central Network" that will take you to the site.

## Create an account

Identify yourself as a student. You will then be prompted to a log in screen where you can choose to "create account." Use your EMU student ID as your User ID and then complete the registration information.

Dashboard Eastern Mennonite University

Alert!

Your school invites you to participate in the event listed below:  
Mission & Service Fair October 14, 2020 - October 28, 2020 Sign Up to Search Employer Profiles

Search - My School's Jobs  
View jobs and other opportunities posted exclusively to Eastern Mennonite University

Search - Jobs Central®  
Search and apply for jobs on the Jobs Central national job board.

Search - Intern Central®  
Launch your career with the Intern Central national internship board.

Media Library  
Podcasts  
College Central Podcasts  
Free expert career and job search advice podcasts. Listen here!

Headlines  
Questions First-Year College Students Should Ask  
Researching, thinking about, and answering key questions early on can jump-start your future success. Read More

Tips For Your Next Career Move After Military Service

Announcements  
The Shalom Project is Accepting Applications Now!  
Welcome to College Central Network

Career Document Library  
Interviewing  
Job Search  
Networking  
Resumes & Cover Letters

## Explore the site

Once logged in, you can view job and internship postings that are exclusively for EMU students or ones that exist in the national database.

Dashboard

Upload Your Résumé

Follow these steps to upload your résumé:

1. Enter a short, descriptive name for your résumé.
2. Click the [Choose File] button. This will open a new window where you can select the file you wish to upload from your computer. The following file types are accepted:  
Adobe Acrobat® (.pdf)  
Microsoft Word® (.doc, .docx)  
Rich Text Format (.rtf)
3. In this new window, select your file and click the [Choose] button. This will insert the directory path into the field labeled "Résumé File."
4. Click the [Upload Your Résumé] button to upload this document to our web site.

Please Note: We allow a Maximum Résumé File Size of 1 MB.  
If you are having trouble with the upload process, please view the help file for further information.

Résumé Name

Résumé File  
[Choose File] No file chosen

Upload Your Résumé

Build Your Résumé

If you don't have a résumé file, you may create one using College Central's Résumé Builder. To begin, click the button below.

## Build a resume

The site has a section that allows you to build your resume. Once you build your resume, or if you already have one completed, you can upload it to the site for employers to see.