

STUDENT REGISTRATION INSTRUCTIONS

www.collegecentral.com/mntc

All Students and Alumni are eligible to use the Moore Norman Technology Center 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:

- 1 Go to your school's Career Center URL: www.collegecentral.com/mntc
- 2 Click the **Student** or **Alumni** Icon; then **Register Now**.
- 3 Enter **Moore Norman Technology Center** (if it's not already pre-filled), an **Access ID** (mntc plus the last 6 digits of your student ID number, for example, mntc123456) and a **Password** that you will remember; Confirm your **Password**.
- 4 Click **Continue Registration**

REGISTRATION ENTRY

- Complete all requested information on the registration form. Employers will search this information to choose appropriate candidates, so be as thorough as possible.
- Be sure to select the degree and major that you are pursuing so that the Job Agent can notify you of jobs posted to your school that match your interests.

RESUME ENTRY

- From your homepage, go to "Manage My Resume" at the bottom. If you have an electronic copy of your resume completed and saved at this time to upload, Click Upload a Resume. Browse the file, select it, then click Upload your resume.
- If you do not have an electronic copy of your resume completed and saved at this time to upload, Click Build a Resume.

JOB SEARCH

From your CCN homepage, click Search for Jobs/Opportunities Posted to My School, enter criteria specific to the type of job you are seeking, click Begin Search. You may also Search for Jobs in CCN's Jobs Central, our national job database.

Note: When conducting a job search using CCN, be aware that by selecting several search criteria that you are narrowing your search. It is a good idea to conduct a focused search, but you may also want to try searching different criteria. To view all jobs posted, leave all the search fields blank.

- To monitor your job search, select **View My Job Search History** from your homepage.
- From your homepage, complete the **Report Offers/Hires** when you are offered a job.
- Review the **Career Advice Documents** and **Career Advice Media Library** to get additional job search tips and company info via podcasts and videos. Read the Headlines for timely articles.

CREATE A PORTFOLIO

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

You can **visit the Web site at anytime, 24/7**. To login, after selecting the **Student** icon from the homepage, select **Login at Student Central** on the next screen. Enter your Access ID and Password.

For More Information Contact

Tina Fitzgerald, Employment Advisor, 405.364.5763 Ext. 7293 or tina.fitzgerald@mntc.edu

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