

www.collegecentral.com/cotc

STUDENT REGISTRATION INSTRUCTIONS

All students are eligible to use the online job board for **Central Ohio Technical College** after completing the following registration process through a site that has been specially designed by College Central Network. Follow these simple steps:

- Go to: **www.collegecentral.com/cotc**
- Select the **Student** icon, and read the information and announcements on the next page.
- Go to the **Register Now** link.
- Create an **Access ID** and a **Password** that you will remember then **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.

JOB SEARCH

- 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**. You may also search for jobs in **CCN's Jobs Central**, our national jobs database and Search for internships via **Intern Central**.

Note: When conducting a job search using CCN, be aware that by selecting several search criteria you are narrowing your search. It is a good idea to conduct a focused search, but also try searching different criteria.

- 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 Video Library** to get additional job search tips and company info.

RESUME ENTRY

- On your homepage, select **Upload a Resume** or **Build a Resume** and follow the instructions. If you do not upload a resume, employers will not be able to find you when they search for candidates and you may miss out on opportunities.

CREATE A PORTFOLIO

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

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**. If you forget your ID or Password, go to the login screen to access it. Be sure to keep your information and resume up to date.

Registrations and resumes that have not been updated in 18 months will be purged from the database.