College Central Network
Student Instructions for accessing CCN and uploading a résumé

ccac.link/career-services

To create an account, go to the College Central Network webpage:
https://www.collegecentral.com/ccac
If it is your first time using the website, follow the instructions below:
- Click on "Need an Account? Sign Up."
- Select whether you are a Student, Alumnus/a, or Community Member from the drop down "I am…" box
- Add your email address
- After logging in, upload your résumé:
- Click on "My Résumés"

It is better to build your résumé in a word document than to build it in the CCN website.

From the student dashboard, click on My Résumés in the banner on the left
Previously uploaded résumés will be shown in a list with upload date and status
To upload a new résumé created in Word, click up the upload button

- Search - My School's Jobs
- Search - Jobs Central®
- Search - Intern Central®
- My Résumés
- My Career Portfolio
- Appointments
- Events & Programs
- Announcements
- Career Mentoring Network
- Career Podcasts
- My Job Search History
- Check Interview Status

Résumé Central®

Uploading a résumé to Résumé Central enables you to apply online to job postings that are of interest to you. And, if you so authorize, it also makes you eligible for referrals to employers by the Career Services & Job Readiness, and/or allows employers to review your résumé online. **Please note: All résumés are subject to Career Services & Job Readiness approval.**

You have uploaded the résumé shown below. Click the ✏ icon if you want to replace a résumé, change its name, or update its contents (if it was built with Résumé Builder). To **view** or **print** a résumé, click the Résumé Name.

#	Résumé Name	Source	Primary	Status	Upload Date	✏	🗑
1	Your Resume File Name	File	Yes	Approved ↪	11/29/2023	✏	🗑

If you have a another résumé targeting a different career objective, you may upload it by clicking the button below:

Upload a new Résumé

Click the Upload a new Résumé button

If you would like to create a new résumé using CCN's Résumé Builder, click the button below:

Build a new Résumé Do **NOT** use CCN's Résumé Builder, create resumes using Word

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Résumé Central®

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)   Please create résumés using Word
   Rich Text Format (.rtf)
3. In this new window, select your file and click the **[Open]** 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
[Browse...] No file selected.

[Upload Your Résumé]

Follow the on screen instructions to upload your resume.

Your résumé will need to be approved by a Career Services staff member. You may be contacted by Career Services staff through College Central with suggestions to improve your résumé. They will either provide written suggestions or ask for a meeting if a meeting seems to be more useful.

After you have uploaded your résumé, click on "Search My School's Jobs."

Search for Jobs

Community College of Allegheny County

My School's Jobs

View ALL jobs posted to your school exclusively:

[View All Jobs]

[Enter keywords separated by spaces...]

Search Company Name, Job Title, Job Description, Special Skills, Other Requirements.

[View Jobs by Keywords]

View jobs posted for a Major*:

[Accounting ▾]

*Majors sought by employers posting jobs exclusively to your school.

[View Jobs for a Major]

View jobs by Job Type*:

[Select a Job Type... ▾]

*Job Types offered by employers posting jobs exclusively to your school.

[View Jobs by Job Type]

> Search by Academic Program/Major

Search for Jobs

Community College of Allegheny County

My School's Jobs

View ALL jobs posted to your school exclusively:

[View All Jobs]

[Enter keywords separated by spaces...]

Search Company Name, Job Title, Job Description, Special Skills, Other Requirements.

[View Jobs by Keywords]

View jobs posted for a Major*:

[Accounting ▾]

*Majors sought by employers posting jobs exclusively to your school.

[View Jobs for a Major]

View jobs by Job Type*:

[Select a Job Type... ▾]

*Job Types offered by employers posting jobs exclusively to your school.

[View Jobs by Job Type]

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Accounting

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View Jobs for a Major

View jobs by Job Type*:

Select a Job Type...

Job Types offered by employers posting jobs exclusively to your school.

View Jobs by Job Type

Search by Job Type

To learn more about College Central Contact Career Services

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Visit our webpage: ccac.edu/student-support/career-services