



JOB SEEKER LOGIN/REGISTRATION INSTRUCTIONS

CCJobNet is now powered by College Central. All students and alum are eligible to use this **Moraine Valley Community College** online job board after completing the registration process through a site that has been specially designed for the MVCC Job Resource Center. You must have a valid email address to register. Follow these simple steps:

- Go to the URL: www.collegecentral.com/morainevalley
- Click the **Student, Alumni or Community Member** Icon
- Click on **Create Account** to begin your job search
- Create a User ID
- Create your own Password
- Continue with registration. Complete all fields with asterisks.
- Under "**Job Interests**", choose *all* that apply (note that you must be approved for internships)
- Click on your **Home Page**
- Search for "**job opportunities posted to MVCC**".
- Please be sure to enter "**MVCC**" for your **School ID**.
- Please remember your User ID and Password and next time just click on "Sign In"

If you have any questions or difficulty, please contact our office at 708-974-5737.

REGISTRATION COMPLETION

- Enter all demographic information. Fields with an (*) asterisk are required. Be as thorough and complete as possible as employers will search using this criteria.
- 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.

CHANGE YOUR PASSWORD

- For security reasons, if you were pre-registered in the system, you should change your password.

RESUME ENTRY

- From your homepage, click **Upload a Resume**. Browse the file, select it, and then click **Upload a Resume**. Employers cannot find you without a resume in the system.

JOB SEARCH

- From your homepage, click **Search for Jobs Posted to My School**, enter criteria specific to the type of job you are looking for on the search form, click **Begin Search**. You may also click **Search for Jobs in CCN's Jobs Central**, our national job database.

When conducting a job search, be aware that by selecting several search criteria, 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 monitor your job search, select **View My Job Search History** on your homepage.
- From your homepage, complete the **Report Offers/Hires** when you are offered a job.

SETTINGS

- Select the Headlines categories that match your interests.

From now on you can visit the job board at anytime, 24/7. Just click through to **Student Central** and enter your **unique ID** and **Password** and you're there! If you forget your ID or Password, go to the login screen to access it.

Log in frequently to check out new jobs, and keep your information and resume updated.

***Disclaimer:** Moraine Valley Community College (MVCC) and Job Resource Center (JRC) are not affiliated with these employers/organizations identified in this report unless otherwise noted. We accept no liability for the content of the employment listing information, or for the consequences of any actions taken on the basis of the information provided. We encourage job seekers to thoroughly review job postings and use cautionary discretion when applying.