

HOW **2** guide: Using College Central Network

The College Central Network website is operated by College Central Network, Inc, a third-party provider of career/employment technology solutions. College Central Network is NOT an FGCU website.

1. Go to: www.collegecentral.com/fgcu
2. Select either the “**Student**” icon or “**Alumni**” icon.
3. Go to the “**Register Now**” link. (IF YOU HAVE ALREADY REGISTERED, LOG IN AT “**STUDENT CENTRAL**,” AND IT WILL TAKE YOU DIRECTLY TO YOUR HOME PAGE.)
4. Enter *Florida Gulf Coast University* (IF IT’S NOT ALREADY PRE-FILLED)
5. Enter a “**Unique ID**” and “**Password**”
6. Select “**Continue Registration**”
7. Enter all the information requested.
8. Submit registration and select “**Go to My Home Page**”

Off Campus 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**”
- **Search Tip:** Selecting several search criteria will narrow your search. Focused searches are good, but you may also want to view all jobs posted (by leaving all the search fields blank.)
- If you are searching for jobs across the state or country, check out CCN's Jobs Central[®] national job board. Select “**Search for Jobs.**”

Internship Search:

- Utilize CCN's Intern CentralSM national internship board by selecting “**Search for Internships.**”

On Campus Job Search:

- From your homepage, select “**Search for Jobs Posted to My School**”
- Go to “**Job Location,**” choose “**On Campus,**” then “**Begin Search.**”
- All the current On-Campus Jobs will appear for you to search.
- Follow the “**Application Instructions.**”

Resume Entry:

From your homepage, select “**Upload a Resume.**” Browse for the file, select it, and then upload your resume. Please be advised that by uploading your resume into College Central Network, you are making your resume accessible to all employers that have registered in the system. If you want to upload a resume in order to send it to potential employers but you do not want an employer to search your resume, you **MUST** select the **FOURTH** authorization option in the “Resume Authorization” section.

Campus Employment and the Federal Work Study Program

Students that have Work Study eligibility can apply to all campus positions they are qualified for.

Students who have not received Federal Work Study eligibility as part of their financial aid package are typically not eligible for positions that are listed as “Work Study.”

How do you know if you have Federal Work Study? If you submitted a Free Application for Federal Student Aid (FAFSA,) it will be indicated in your Gulfline account. You should receive an email once your financial aid has been awarded. Any questions, check with Financial Aid by calling 590-7920. If you did not submit a FAFSA, then you are not eligible for Work Study.

The Florida Gulf Coast University Office of Career Development Services acts only as a referral service, and makes no particular recommendations regarding off-campus employers. Career Development Services is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the high volume of jobs received by our office, we are unable to research the integrity of each organization, business, or person listing a job with us. Therefore, you, the student or alumni, are urged to undertake this responsibility yourself.