

how **2** guide: *Using College Central*

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 your registration and select “**Go to My Home Page**”

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.
- Applying for the Job:
 - Check the “**Application Instructions**” to determine how to apply for a position. Some departments will request that you drop off an application, while others may want a resume. Go to <http://www.collegecentral.com/fgcu/Student.cfm> - under “**General Announcements**” there is a sample resume, as well as an “**On Campus Employment Application**” form you can print out.

OFF CAMPUS Job Search:

- From your homepage, select “**Search for Jobs Posted to My School**,” enter criteria specific to the type of job you are seeking, and then “**Begin Search**.”
- By selecting several search criteria you are narrowing your search. Focused searches are good, but you may want to view all jobs posted (leave all the search fields blank).
- If you are searching for jobs across the state or country, check out “**Search for Jobs in CCN’s Job Central**.”

Resume Entry:

- From your homepage, select “**Upload a Resume**.” Browse for the file, select it, and then upload your resume. Your resume will be reviewed and approved by our office. (Please allow 2 business days for resume approval.) You will be notified by email when your resume has been approved.

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. The Office of 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 offices, we are unable to research the integrity of each organization, business, or person listing a job with us. Therefore you, the student, are urged to undertake this responsibility yourself.

Federal Work Study and Campus Employment

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

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.