Student/Alumni Registration Instructions

All Students and Alumni can use TRCC’s online job board free after registering.

REGISTRATION
- Go to www.collegecentral.com/threerivers
- Click the Student or Alumni icon, then the appropriate link.
- Return users click: Log in at Student Central.
- First-time users click: Register Now, then follow instructions:
  - Type in your student ID (without@) and a unique Password.
  - Click Continue Registration.

First-time users now complete the Registration form to search for Jobs:
- Enter name, current address, phone, etc. Fields with (*) asterisks are required.
- Indicate locations and jobs of interest. Add your degree. Employers search this information, so please be thorough in your responses.
- Click Submit Information and you will receive Registration Complete.
- Click on My Homepage to begin your search.

RESUME ENTRY
- From your homepage, click Upload a Resume, to import a current resume.
- To create a resume, click Build a Resume, to access support and examples.
- To create an online portfolio, click Create a Career Portfolio and select the appropriate format.

JOB SEARCH
- From your homepage, click Search for Jobs/Opportunities Posted to My School, enter criteria for desired jobs, and click Begin Search...
  - Keep in mind that each time you click search criteria such as Degree, Area of Interest, FT/PT jobs, etc., you narrow results. To see more jobs, vary your search criteria; to view all jobs, leave search fields blank.
- You may also search College Central’s State and National Jobs Database.

Congratulations, you know how to navigate College Central!

Now you can search www.collegecentral.com/threerivers
24 hours a day, 7 days a week, 365 days a year.