

Three Rivers Community College Online Employment Services



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.